

MINUTES OF DECEMBER 21, 2020, REGULAR MEETING  
BENZIE SHORES DISTRICT LIBRARY BOARD

The Zoom meeting was called to order at 9:31 AM by Jon Armstrong.

Present: Trustees all attending remotely, Jon Armstrong (Frankfort, home), Ginny Freeman (Blaine Township, home), Jon Hawley (Frankfort, home), Brian Johnson (Traverse City, work), Jim Larsen (Watervale, work), Pam Radabaugh (Lake Township, home), and Jennie Schmitt (Watervale, work); Library Director, Stacy Pasche at BSDL.

Approval of Agenda: **Motion** by Jon Hawley/Jim Larsen to approve the agenda as written. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Jennie Schmitt/Brian Johnson to approve the minutes of the November 16, 2020, regular meeting and November 10, 2020, special meeting as written. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jim Larsen/Ginny Freeman to approve the treasurer's report as presented. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Jennie Schmitt/Pam Radabaugh to authorize the November disbursements as listed and attached. Motion carried, unanimous.

Library Director's Report: Stacy Pasche reported on November. See attached report.

Fundraising Committee Report: The \$150,000 CD at State Savings Bank matures 1/4/2021. Jon Armstrong arrange for this to be renewed for another 90 days.

Business:

1. Building Project Updates - Brad Warren did not attend, so we did not have his input and could not review his contract.

A. Changes to building project budget - Contingency was raised from \$51,000 to \$74,000. To offset part of this increase outside lockers were removed from the budget, to be installed and paid for later by FOL. **Motion** by Pam Radabaugh/Jennie Schmitt to approve increasing the budget total \$1,075,680. Motion carried, unanimous.

B. Consumers Energy is scheduled to remove the power pole on January 4, 2021. It is unclear whether installation of the new pole will happen that day or not. The maple tree between the library and Main Street is not supposed to need to be removed.

2. Furniture Package

A. FFE Package - Stacy reported that Yao and Fatima are terrific to work with and that fabric and carpet samples are at the library for our inspection.

B. Request for Proposals for FFE - By sending out this FFE proposal for bids to the three vendors Quinn Evans usually works with we will qualify for 2020 prices. The board okayed going ahead with this.

3. Policy Updates

A. Kaitlin Matesich gave a demo of one of the new STEM kits and answered questions about age range, replacement parts, kit costs, TADL's experience with them and TADL's

recommendations regarding policies. **Motion** by Jon Hawley/Jim Larsen to approve the new kit loaning policy and changes to the circulation policy loan periods for hot spots, chromebooks, and kits, and the charges & fees policy. See the 12/7/20 draft in the board packet. Motion carried, unanimous.

4. Personnel - MERS Addendum - **Motion** by Jennie Schmitt/Pam Radabaugh to approve the MERS Defined Contribution Plan Adoption Agreement Addendum included in the board packet. Motion carried, unanimous.

The meeting was adjourned at 10:35AM.

Respectfully submitted,  
Ginny Freeman, Secretary