

MINUTES OF NOVEMBER 16, 2020, REGULAR MEETING  
BENZIE SHORES DISTRICT LIBRARY BOARD

The Zoom meeting was called to order at 9:30 am by Jon Armstrong.

Present: Trustees, Jon Armstrong, Ginny Freeman, Jon Hawley, Jim Larsen, Pam Radabaugh, Jennie Schmitt, and Brian Johnson (arrived at 9:52 am). Library Director Stacy Pasche; Building Project Manager, Brad Warren.

Approval of Agenda: **Motion** by Jon Hawley/Pam Radabaugh to approve the agenda as presented. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Pam Radabaugh/Jim Larsen to approve as written the minutes for the October 19, 2020, regular meeting and the October 28, 2020, special meeting. Motion carried, unanimous.

Business, item 1. Building Project Update with Brad Warren - There is a power pole in line with the foundation, so work on the foundation cannot proceed until it is removed. Brad is working with Consumers Energy and the City of Frankfort to get the pole removed now and re-installed in a new location in the spring. There is no clear prediction of when this will happen. Brad will be meeting with Quinn Evans regarding new ideas for the meeting/conference room.

Treasurer's Report: **Motion** by Jennie Schmitt/Jon Hawley to approve the treasurer's report as presented. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Jon Hawley/Pam Radabaugh to authorize the October disbursements as listed and attached. Motion carried, unanimous.

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

We discussed and agreed with Stacy's recommendation to change library hours for the winter, beginning December 1st. She will put an ad in the Record-Patriot announcing the new hours and reminding the public that the library is open for browsing and computer use.

Fundraising Committee Report: We have received checks from the Seabury and Dow Foundations. The Capital Campaign (FOL) raised \$4,450 in individual donations last month.

Business, item 2. COVID-19 response and reopening plan review - **Motion** by Jon Hawley/Jim Larsen to approve changes to hours of operation on page 5 and occupancy time limit on page 4 of the COVID-19 response and reopening plan. Motion carried, unanimous. The new wording is below.

Page 4 - C. 4. Occupancy & Time Limits. The Library is operating at 50% capacity, with no more than 20 patrons allowed in the building at one time. Patrons are limited to 45 minutes total in the building, per day.

Page 5 - D. Hours of Operation. The Library Board establishes the following as the hours of operation, but this may be modified by the Library Director:

Monday through Thursday: 10:00 am – 6:00 pm

Friday: 10:00 am – 5:00 pm

Saturday: by appointment, 10:00 am to 12:00 pm

Winter hours beginning December 1st:

Monday & Tuesday: 10 am - 6 pm

Wednesday, Thursday, & Friday: 10 am - 4 pm

Saturday: by appointment, 10 am - 12 pm

The meeting was adjourned at 10:23 am

Respectfully submitted,  
Ginny Freeman