

MINUTES OF JANUARY 18, 2021, REGULAR MEETING  
BENZIE SHORES DISTRICT LIBRARY BOARD

The Zoom meeting was called to order at 9:30 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, arrived at 9:40 AM), Jim Larsen (Watervale, work), Pam Radabaugh (Lake Township, home), and Jennie Schmitt (Watervale, work); Library Director, Stacy Pasche at BSDL; Brad Warren, Building Project Manager at BSDL (arrived at 10:10 AM).

Approval of Agenda: **Motion** by Jon Hawley/Jim Larsen to approve the agenda with the addition of Budget Amendments under Business. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Jon Hawley/Jennie Schmitt to approve the minutes of the December 21, 2020, regular meeting and the January 4, 2021, special meeting as corrected to include Jon Hawley/Jim Larsen as the trustees who moved and seconded approval of the minutes. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jim Larsen/Jennie Schmitt to approve the balance sheet of the treasurer's report as presented. Motion carried, unanimous.

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

Library Director's Report: Stacy Pasche reported on December. See attached report. There were several suggestions of additions to the draft annual report to the townships.

Fundraising Committee Report: See the attached updates of Friends of the Library fundraising.

Business:

1. Budget Amendments - **Motion** by Pam Radabaugh/Ginny Freeman to approve two amendments to the budget:

A. Increase 101-733 by \$1,500 to \$2,500

B. Increase 101-734 by \$2,399 to \$5,399

Motion carried, unanimous.

Karen needs to move \$76,000 from the building fund income to the donations category.

2. Furniture Package - FF&E Proposal Review: **Motion** by Jennie Schmitt/Pam Radabaugh to approve the Marx Moda bid for the FF&E package. Motion carried, unanimous.

3. Building Project Updates with Brad Warren

A. Contract Review - 5% retainage has been added to the contract and scheduled dates of completion were also changed to June. We will wait for Ann Dilcher's final revision of Brad's contract and have a special meeting to approve it.

B. Brad went over the construction schedule. If there is going to be a substantial delay in completion dates due to weather, we should know by March. We encouraged Brad to push ahead on remodeling the existing building as soon as possible.

The meeting was adjourned at 10:35AM.

Respectfully submitted,

Ginny Freeman, Secretary