

MINUTES OF AUGUST 20, 2018, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The meeting was called to order at 9:30 AM by Jon Armstrong at the BSDL.

Present: Trustees – Jon Armstrong, Ginny Freeman, Jon Hawley, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Stacy Pasche, Library Director.

Absent: Trustee, Brian Johnson.

Approval of Agenda: Motion by Jon Hawley/Jim Larsen to approve the agenda with the addition of Business item 5. Schedule Audit Date and item 6. Direct Deposit Update. Motion carried.

Public Input: None

Approval of Minutes: Motion by Jennie Schmitt/Pam Radabaugh to approve minutes as presented for the regular board meeting on July 9, 2018. Motion carried.

Treasurer's Report: Motion by Ginny Freeman/Jennie Schmitt to approve the July treasurer's report as presented. Motion carried.

Approval of Monthly Bills: Motion by Jennie Schmitt/Jim Larsen to authorize the July disbursements as listed and attached. Motion carried.

Library Director's Report: Stacy Pasche reported on the month of July.

Committee Reports: None

Business:

1. Drop Box/Door Project Update – By the Bay Glass suggested painting the new door a lighter color to decrease the damage due to heat caused expansion and contraction. The board is leaving the choice of door color and new drop box color to Stacy. Motion by Pam Radabaugh/Jennie Schmitt to approve the expenditure of up to \$10,000 for the replacement of the door and surrounding jam, the closing off of the current drop box slot, and the purchase of the new drop box. Motion carried.
2. Strategic Planning Update – Monday, November 12, 2018 is the suggested date for our strategic planning workshop. Stacy will check with Brian Johnson, trustee, and the Friends about the convenience of this date.
3. Hagen Update – See director's report
4. GTRCF update – We received a \$250 check as a grant from the GTRCF in appreciation of the time our library staff and board members spent with GTRCF staff when they visited the library earlier this summer. We will use it on early childhood literacy, will send pictures, and post on social media. Stacy Pasche confirmed with the board that our plan is to not take anything out of our endowment at the GTRCF this year until building plans are formalized.
5. Selection of Date for Audit – An October date will be selected, a time that is good for Stacy Pasche, Jon Armstrong, Pam Radabaugh, and our bookkeeper Karen Dennis.
6. Direct Deposit Discussion – Stacy Pasche has talked with Karen Dennis and with Amy Plumstead who also has a bookkeeping business about Amy taking over the payroll portion of our books. Stacy will find out the cost of switching to Amy Plumstead for everything, as we do not want to deal with two bookkeepers, but we are likely to continue with Karen Dennis. Pam Radabaugh suggests that for simplicity we switch to two-week payroll period and have checks signed only once every two weeks, instead of weekly.

The meeting adjourned at 10:40 AM.

Respectfully submitted,
Ginny Freeman, Secretary