

BENZIE SHORES DISTRICT LIBRARY BOARD  
MINUTES OF MARCH 12, 2018, REGULAR MEETING

The meeting was called to order at 9:35AM by Jon Armstrong at the BSDL.  
Present: Trustees - Jon Armstrong, Sharyn Bower, Ginny Freeman, Jim Larsen, Jon Hawley, and Jennie Schmitt; Stacy Pasche, Assistant Library Director.  
Absent: Pam Radabaugh, Trustee, and Cathy Carter, Library Director.

Approval of Agenda: Motion by Jennie Schmitt/Jim Larsen to approve the agenda as presented. Motion carried.

Public Input: None

Approval of Minutes: Motion by Jennie Schmitt/Sharyn Bower to approve the minutes of the February 12, 2018, board meeting as presented. Motion carried.

Treasurer's Report: There was concern about the low percentage of property tax income shown on the February statement. Stacy will let the board know what property tax checks have come in since the February balance sheet. Motion by Jon Hawley/Jim Larsen to approve the February treasurer's report as presented. Motion carried.

Approval of Monthly Bills: Motion by Jennie Schmitt/Sharyn Bower to authorize the February disbursements as listed and attached. Motion carried

Library Director's Report: Stacy Pasche read Cathy Carter's report on February. She elaborated on the lower circulation numbers, sharing comparison with other libraries and studies of the ups and downs of circulation over recent years related to the rise of social media, etc.

Jon Armstrong proposed that we make a switch to having Jennie S. appointed to the Library Board by the City of Frankfort and Jon A. appointed by the Library Board as a library trustee. This would facilitate filling his position if he were to resign at some point.

The Library of Michigan has purchased a statewide membership with United for Libraries for all Michigan public libraries. Membership includes access to Trustee training, Friends resources, and more. Check out [www.ala.org/united/michigan](http://www.ala.org/united/michigan) for more information.

Committee Reports:

1. Personnel: MERS report – Stacy reported that our MERS representative Sonia (and Tony) will be meeting with the library board at a special meeting in April (time to be announced) bringing all the needed forms and making sure we pass all the needed resolutions for closing and opening appropriate retirement accounts.

Old Business:

1. Internet/Technology Report – see director's report
2. Strategic Planning/Transition Report/Discussion – Stacy will be working on paperwork for healthcare beginning in April for coverage to begin July 1<sup>st</sup>. The good news is that the Michigan Library Association has announced there is going to be a health plan through MLA, but it is unclear whether this will be available in time for this year's changes.
3. GTRCF – Jon Armstrong explained the letter he has composed to send to GTRCF regarding the background of our Holtrey Endowment. It is an excellent explanation of our history and interest for Dave Mengebier, the new GTRCF Director, and for our newer library board members in anticipation of meeting with Dave M. in April.

New Business:

1. Policy Discussion on Library fines – Motion by Jim Larsen/Jennie Schmitt to approve the proposed change to our overdue fines policy, eliminating charges for overdue materials. Motion carried. Policy attached. Nancy Griffin is the staff member responsible for tracking overdue materials and communicating with patrons.
2. Friends of the Library Agreement discussion – Motion to approve the new Friends of the Library Operating Agreement. Motion carried.

The meeting was adjourned at 10:48 AM.

Respectfully submitted, Ginny Freeman, Secretary