

BENZIE SHORES DISTRICT LIBRARY BOARD  
MINUTES OF MAY 15, 2017, REGULAR MEETING

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

Present: Trustees – Jon Armstrong, Sharyn Bower, Ginny Freeman, Jon Hawley, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Cathy Carter, Library Director, and Stacy Pasche, Assistant Library Director for her brief presentation.

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

Public Input: A letter was received from a patron requesting reinstatement of his library borrowing privileges after they had been revoked due to excessive fines. They were reinstated with conditions.

Approval of Minutes: Motion by Sharyn Bower/Jim Larsen to approve the minutes of the April 10, 2017, board meeting as corrected. Motion carried.

Treasurer's Report: Motion by Jennie Schmitt/Sharyn Bower to approve the April treasurer's report as presented. Motion carried.

Approval of Monthly Bills: Motion by Pam Radabaugh/Jim Larsen to authorize the April disbursements as listed and attached. Motion carried

Library Director's Report: Cathy Carter reported on April.

Priority Business:

1. Young Adult Request – Stacy Pasche reported on the teen advisory board's choice of furniture for the teen area. The money for this is already in this year's budget. Bistro table, 4 chairs, and book pods (stand alone display shelves) will be ordered, and one large table will be removed. Use of the backside of the entryway display cabinet was discussed.
2. Proposed Budget Discussion
  - A. Background Information on MERS/Insurance – Jon Armstrong explained the changes in Cathy Carter's health insurance coverage now that she is going on Medicare and how her salary and benefits will be affected and how this changes those budget categories for the coming fiscal year. He also discussed her defined benefit retirement plan which is through MERS and the advantages of switching to a

defined contribution plan whenever we need to hire a successor for her sometime in the distant future.

- B. Proposed Budget Presentation: Pam Radabaugh and Cathy Carter presented the proposed budget and answered questions from the board. A few adjustments were made. Motion by Sharyn Bower/Ginny Freeman to approve the proposed budget with the current adjustments. Motion carried.
3. No motion was needed regarding the defined benefit plan surplus division/adoption addendum, only a letter which had already been taken care of.

#### Committee Reports

1. Personnel – see Director’s Report

#### Old Business:

1. Friends of the Library Report – See Director’s report
2. Internet/Technology Report – No report
3. Tutoring Update – Unfortunately one child has had to be released from the tutoring program due to missing so many sessions, in spite of contract signing, commitments made, etc. Teachers have been notified.

#### New Business:

1. Motion by Pam Radabaugh/Jennie Schmitt to approve a resolution to establish a health care savings account for Cathy Carter. Motion carried.

The meeting was adjourned at 10:41 AM.

Respectfully submitted,  
Ginny Freeman, Secretary