

BENZIE SHORES DISTRICT LIBRARY BOARD  
MINUTES OF JUNE 15, 2016, REGULAR MEETING

The meeting was called to order at 9:30 AM by Jennie Schmitt at the BSDL.

Present: Trustees - Ginny Freeman, Jon Hawley, Pat Laarman, Pam Radabaugh, and Jennie Schmitt; Cathy Carter, Library Director; Jim Larsen, Crystal Lake Township resident who will be joining the board in July.

Absent: Trustees - Jon Armstrong and Sharyn Bower

Approval of Agenda: Motion by Pat Laarman/Jon Hawley to approve the agenda as written. Motion carried.

Public Input: None

Approval of Minutes: Motion by Jon Hawley/Jennie Schmitt to approve three sets of minutes (May 11, 2016, regular board meeting; May 18, 2016, Public Budget Hearing; May 18, 2016, special meeting). Motion carried.

Treasurer's Report: Motion by Pat Laarman/Jon Hawley to approve the May treasurer's report as presented. Motion carried.

Approval of Monthly Bills: Motion by Pam Radabaugh/Pat Laarman to authorize the May disbursements as listed and attached. Motion carried.

Library Director's Report: Cathy Carter reported on the month of May. The \$30,000 requested from the Community Foundation Holtrey Endowment for the Benzie Shores District Library has been received and deposited. This is to support the recent library roof replacement. A letter from the Community Foundation is attached.

Committee Reports:

1. Personnel committee Report – Jennie Schmitt and Jon Armstrong met with Cathy Carter for her annual performance review, so now all the personnel reviews for the year have been completed.

Old Business:

1. Policy for Volunteer Background Checks (attached) – Motion by Pam Radabaugh/Pat Laarman to approve the new Criminal Background Checks for Library Employees and Volunteers policy. Motion carried.
2. Friends of the Library Report – Friends member Molly Harrison has agreed to take over the running of the Friends annual book sale. Trustees will take turns attending Friends meetings representing the library board. Pam Radabaugh will attend next week's Friends annual meeting as the library board representative
3. Internet/Technology Report – going well

New Business:

1. Board Meeting Calendar for July 2016 - June 2017 – Motion by Jon Hawley/Pam Radabaugh to keep the board meeting calendar the same, meeting the second Wednesday of each month at 9:30am at the BSDL. Motion carried.
2. Pat Laarman passed out a League of Women Voters study on school libraries in the Grand Traverse Area.
3. We expressed our gratitude to Pat Laarman for her ten years of service on the library board representing Crystal Lake Township.
4. Pam Radabaugh explained that as a district library we will eventually receive some additional tax revenue due to the reinstatement of the personal property tax paid by businesses since 2009 (?) She has been in communication with the county equalization department about how this will work.

The meeting was adjourned at 10:15 AM.

Respectfully submitted,  
Ginny Freeman, Secretary