

BENZIE SHORES DISTRICT LIBRARY BOARD  
MINUTES OF DECEMBER 11, 2017, REGULAR MEETING

The meeting was called to order at 9:33AM by Jon Armstrong at the BSDL.

Present: Trustees - Jon Armstrong, Sharyn Bower, Ginny Freeman, Jim Larsen (arrived at 9:42), Pam Radabaugh, and Jennie Schmitt; Cathy Carter, Library Director.

Absent: Jon Hawley, Trustee.

Approval of Agenda: Motion by Pam Radabaugh/Jennie Schmitt 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 November 13, 2017, board meeting as corrected (spelling of "schedule" under Old Business, item 3). Motion carried.

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

Approval of Monthly Bills: Motion by Sharyn Bower/ Pam Radabaugh to authorize the November disbursements as listed and attached. Motion carried

Library Director's Report: Cathy Carter reported on November. She added information about confidentiality/privacy issues concerning the intermingling of work/home information on staff phones. This is an issue she is working to address and that will be dealt with in the new policies.

Committee Reports: None

Old Business:

1. Friends of the Library Report – No report
2. Internet/Technology Report – No report
3. Jon Armstrong addressed the GTRCF philosophy concerning endowment spendable withdrawals and what our possible options might be. This will be on the January agenda. Jon will invite the new head of the GTRCF (who takes office in January) to come visit the BSDL.

New Business:

1. Approval of Audit – Motion by Ginny Freeman/Jim Larsen to approve the Audit Report for the year ending June 30, 2017. Motion carried.
2. Hotspot Policy – Motion by Jennie Schmitt/Sharyn Bower to approve the hotspot policy with the one spelling correction ("first come, first served") and one additional guideline. The last bulleted item will be "Hotspots may not be checked out on student cards."
3. Amendments to the budget – Motion by Pam Radabaugh/Sharyn Bower to amend the budget as follows:

Category 101-655 County penal fines from \$12,000 to \$18,000

Category 101-660 Late fines and lost books from \$1,000 to \$1,250

Category 101-740 Property Insurance from \$3,950 to \$4,000

Motion carried.

The meeting was adjourned at 10:28 AM.

Respectfully submitted, Ginny Freeman, Secretary

