

BENZIE SHORES DISTRICT LIBRARY BOARD
MINUTES OF DECEMBER 10, 2014, REGULAR MEETING

The meeting was called to order at 9:30 AM by Jon Armstrong at the BSDL.
Present: Trustees – Ginny Freeman, Pat Laarman, Jennie Schmitt, Pam Radabaugh,
and Jon Armstrong; Cathy Carter, Library Director.
Absent: Jon Hawley and Sharyn Bower, trustees.

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

Public Input: None

Approval of Minutes: Motion by Jennie Schmitt/Pat Laarman to approve the minutes of the November 12, 2014, regular meeting. Motion carried.

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

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

Library Director's Report: Cathy Carter reported on the month of November.

Committee Reports: no reports

Old Business:

1. Audit Update – Discussion of auditor's report. Motion by Ginny Freeman/Jennie Schmitt to pass a resolution to accept the auditor's report. Motion carried. A few board members will meet with the auditor in late April to discuss two questions: how to account for donations from the Friends and how to account for work done at the end of one fiscal year but paid for in the next.
2. Friends of the Library Report – no report
3. Internet/Technology Report – see Director's Report
4. Strategic Planning Update – no report

New Business:

1. 457 Retirement Resolution – Motion by Jennie Schmitt/Pam Radabaugh to approve the 457 retirement resolution to replace the health savings Account resolution passed in November.
2. Survey Discussion – After discussion the board recommended that Cathy and the library staff go ahead and refine the survey and send it out in the

- January email blast to patrons. It was suggested that an electronic version be available at the desk when patrons check out or come to the desk to ask questions.
3. Policy Discussion - Three policies were adopted:
 - a. Friends Agreement – Motion by Pat Laarman/Jennie Schmitt to adopt the Operating Agreement with the Friends of the Benzie Shores District Library as stated and attached to these minutes. Motion carried.
 - b. Volunteer Policy – Motion by Pat Laarman/Jennie Schmitt to adopt the Volunteers policy as stated and attached to these minutes. Motion carried. Copies of the Volunteer Code of Ethics and the Volunteer Policy Statement of Confidentiality of Library Records are also attached.
 - c. School Library Cards for All Grades – Motion by Pat Laarman/Jennie Schmitt to adopt the revised Student Library Cards policy as stated and attached to these minutes. Motion carried.
 4. Stacy is investigating the possibility of starting a Books & Brew book group at the Storm Cloud Brewery. She has also met with the school newspaper staff about filming a library ad for the school newspaper website.
 5. Life Insurance Policy Change – Cathy needs to change to a new life insurance company, because the one she has is closing. She will investigate and report back.

The meeting was adjourned at 10:43 AM.
Respectfully submitted,
Ginny Freeman, Secretary