

BENZIE SHORES DISTRICT LIBRARY BOARD
MINUTES OF MAY 13, 2015, REGULAR MEETING

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

Present: Trustees –Jon Armstrong, Jon Hawley, Ginny Freeman, Jennie Schmitt (called away at 10:15), Pam Radabaugh, Sharyn Bower (9:36-10:35), and Pat Laarman; Cathy Carter, Library Director.

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 Pam Radabaugh/Pat Laarman to approve the minutes of the April 8, 2015, regular meeting. Motion carried.

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

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

Library Director's Report: Cathy Carter reported on the month of April. There was considerable discussion about the hit and run damage to the light pole next to the parking lot.

Committee Reports: No committee reports

Priority Business:

1. Presentation of Proposed 2015-2016 Budget – We agreed on 2.5% increase in the wage/salary category with Cathy deciding how it will be allocated. In July we will amend the budget to include incorporation of the Friends of the BSDL donations to the Library. It was suggested that for clarity the expenses paid for by the Friends be shown as separate line items in the appropriate categories. Motion by Sharyn Bower/Pat Laarman to approve the proposed budget. Motion carried.
2. Employee Performance Review Report – Cathy shared her library staff evaluation summary which is attached. Jon Armstrong and Jennie Schmitt met with Cathy for her performance review which was excellent. Their written report will be available for next month's meeting.

Old Business:

1. Friends of the Library Report - As per the Director's report the Friends have concerns about #12 in the agreement outlining the relationship of the Friends and the BSDL. We postponed action on this in order to find out what is in the Friends' by-laws about "disbanding" and to consult legal counsel. Cathy will follow up on this.
2. Internet/Technology Report – no report
3. Strategic Planning Update/Agenda – Consensus was that follow-up meetings are needed on several topics, particularly future expansion possibilities and that these should take place in the fall, possibly as an extension of regular board meetings.

New Business:

1. FOIA Policy – Motion by Pam Radabaugh/Pat Laarman to table the FOIA policy until the June meeting, so the committee can make a few changes in the wording. Motion carried.
2. Sharyn Bower has been re-appointed by Gilmore Township to a three-year term as BSDL trustee.

The meeting was adjourned at 10:55 AM.

Respectfully submitted,
Ginny Freeman, Secretary