

BENZIE SHORES DISTRICT LIBRARY BOARD
MINUTES OF FEBRUARY 21, 2022, REGULAR MEETING

The meeting was called to order at 9:32 AM by Jon Armstrong at the BSDL.

Present: Trustees Jon Armstrong, Ginny Freeman, Jim Larsen, Jon Hawley, and Jennie Schmitt; Stacy Pasche, Library Director; Steve Steimel of Apex Engineering.

Absent: Trustees, Brian Johnson and Pam Radabaugh.

Approval of Agenda: **Motion** by Ginny Freeman/Jennie Schmitt to approve the agenda with moving Building Project Update to follow Public Input and adding Library Facility Use Policy under New Business. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Jennie Schmitt/Jim Larsen to approve the January 17, 2021, regular meeting minutes as written. Motion carried, unanimous.

Old Business:

1. Building Project Updates with Steve Steimel - The occupancy permit has been issued, so Stacy is hoping for a "soft opening" probably this week.

a) The window surrounds for the three small windows in the youth area would cost \$9,000 (recent estimate from TC Millworks), so Stacy and Kaitlin are investigating pre-fab alternatives. The architects say the surrounds are integral to the library design and welcoming atmosphere of the youth area, but the cost seems excessive and the storage they provide is minimal.

b) The ceiling in the youth area is all drywall and has many angles, so sound bounces all around creating an echoey effect. We can add dampening panels in the future if this proves to be a significant problem.

c) When we parted ways with Britten who was doing the finishing carpentry, it was decided to not have framing around the windows in the addition and on the framing for the study rooms. Drywall finishing was done instead.

d) We are waiting for the windows and sliding glass doors for the study rooms and meeting room.

e) Discussion of lighting switches versus sensors.

f) The meeting room ceiling tile will be installed soon.

g) Staff bathroom - There is a steel beam/post in the way, so moving the bathroom door to the desired location would be much more expensive than planned. The staff is comfortable with leaving the door where it is and ordering a new door which will more soundproof and look different.

i) Stacy has made a list for Steve of all the things left to be finished, both inside and out.

j) We need to find a new location for the large community board which was ordered to use in the foyer as a public bulletin board where the bathroom door was to be removed (but which now is not). One possibility is above the hooks on the wall outside the multipurpose room. A smaller board may be ordered to install over the drinking fountain in the foyer.

2. 45th Parallel Update - No further action at this time. Still no word from Brad. Stacy reported that Brian Johnson still thinks our best option is to wait until the end of the project when we know what our final cost overruns are, and how much of those overruns are attributable to Brad, and then if we need to, file the lawsuit then.

Treasurer's Report: **Motion** by Jon Hawley/Jim Larsen to approve the treasurer's report as written. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Jennie Schmitt/Jim Larsen to authorize the January disbursements as listed and attached to the minutes. Motion carried, unanimous.

Library Director's Report: Stacy reported on January. See attached report.

Committee Reports: None

New Business:

1. West Shore Bank Deposit Box Renewal/Closure - **Motion** by Jennie Schmitt/Jim Larsen to close the safe deposit box at West Shore Bank if it is determined by the Library of Michigan that there is no legal reason to keep it. Motion carried, unanimous. Stacy will check with Clare at the Library of Michigan to see if we still need to have a paper copy of the library inventory (the only item currently in the safe deposit box).
2. Hot Spot Policy Update - **Motion** by Jon Hawley/Jennie Schmitt to update the Hot Spot Policy by changing the loan period from 3 to 7 days. See attached policy. Motion carried, unanimous.
3. Library Facility Use Policy - After discussion no action was taken. The policies committee will meet to refine the wording on this policy prior to the board's March meeting. Jon Hawley requested clarification of the names for the new rooms being created in the library addition and in the existing library. Multipurpose room, youth area, study rooms, and meeting room are the names currently being used.

The meeting was adjourned at 10:40 AM.

Respectfully submitted,
Ginny Freeman, Secretary