

MINUTES OF DECEMBER 20, 2021, REGULAR MEETING  
BENZIE SHORES DISTRICT LIBRARY BOARD

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

Present: Trustees, Pam Radabaugh, Jon Armstrong, Jon Hawley, Brian Johnson, Ginny Freeman, and Jim Larsen; Library Director, Stacy Pasche; Steve Steimel of Apex Engineering (left at 9:55); Anne Dilcher, Quinn Evans Architect (left at 9:55).

Absent: Jennie Schmitt, Trustee

Approval of Agenda: **Motion** by Pam Radabaugh/Jon Hawley to approve the agenda with moving two items (Quinn Evans Proposal for Additional Services and Building Project Updates) to immediately after Approval of Agenda. Motion carried, unanimous.

New Business: 1. Quinn Evans Proposal for Additional Services - (see attached letter) Anne Dilcher went over the reasons for QE's additional hours: our switching project managers from 45th Parallel to Apex Engineering, revisions of the furniture order, and extension of the time to complete the project. **Motion** by Jon Hawley/Jim Larsen to approve the Quinn Evans proposal to charge the BSDL an additional \$10,450 to cover the extra hours required to complete our expansion project. Motion carried, unanimous.

Old Business: 1. Building Project Update - Steve Steimel brought us up to date on the construction progress, painting, program room grid ceiling, recessed lighting, Advanced Electric (on site today); ceiling tile, hard tile, and carpet installations scheduled for the next weeks; D&W can now hook up the new furnace; Top Line will pull the wiring for the network and TADL will finish network installation; window finishing in the works. Furniture is to be delivered the second week of January. Yao and Fatima will come the following week to check on it. Steve has had no response from Northern Michigan Glass regarding shop drawings for the interior glass, so he may need to change out to a different glass company.

2. Brian Johnson's letter to Brad Warren has been sent (see attached) and also will be personally served. Discussion of costs and possible process of future litigation to pursue this. A big thank you to Brian for all his work.

Public Input: None

Approval of Minutes: **Motion** by Pam Radabaugh/Brian Johnson to approve the minutes for the November 15, 2021 board meeting. Motion carried, unanimous.

Treasurer's Report: **Motion** by Ginny Freeman/Jim Larsen to approve the treasurer's report as presented. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Brian Johnson/Jim Larsen to authorize the October disbursements as listed and attached. Motion carried, unanimous.

Library Director's Report: (see attached) Stacy reported on the month of October.

Committee Reports - None

The meeting was adjourned at 10:25 AM.

Respectfully submitted,  
Ginny Freeman, Secretary