

BENZONIA PUBLIC LIBRARY
MEETING MINUTES BOARD OF TRUSTEES
September 8, 2021

The meeting was called to order by President Roxane Miner at 4:02pm. Those present were Roxane Miner, Helen Dewey, Jane Sullivan and Diana Heller. Audrey Pittinos and Paula Lake were excused absent. Director Amanda McLaren was in attendance. New Board member, Jane Sullivan was sworn in prior to the meeting.

The minutes of the August 11, 2021 board meeting was approved as sent.

President Miner made several corrections to the current agenda: Addition of Employment "at will" was removed and added was: continuation of data analysis as well as reinvesting a CD at FNBA.

COMMUNICATION: none

TREASURERS REPORT: Presented by Treasurer Helen Dewey and after a brief discussion it was decided that Helen would research how other libraries publicized their donations list and report at the next Board meeting. **Jane Sullivan/ Diana Heller made a motion to accept the treasurer's report as presented. All members voted Aye. Motion approved.** Treasurer Dewey said that the Benzonian Public Library Endowment Fund at GTRCF is active and ready to receive donations.

DIRECTOR'S REPORT: Director McLaren presented her report. Some of the points on her report included the Library receiving the HOPE grant which will enable us to resume normal operating hours because we can use the money for staffing. The honoring of three Benzie County Libraries at the Benzie Central football game was enjoyable.

CONTINUING BUSINESS:

Inclusivity Policy: A motion was made by **Helen Dewey/Jane Sullivan to adopt the inclusivity policy which was emailed to all members. All in favor, motion passed.**

Personnel Policy Manual: Some of the changes included the hours of operation. The whistleblower policy was added to the personnel manual, which Helen will email corrections to all members.

Check signatory cards: Treasurer Dewey will take care of changing the signatory cards at State Savings Bank. The change will be removing Judy Caris and adding Jane Sullivan's signature. Those to be included on the Benzonian Public Libraries signature cards are: Roxane Miner, Helen Dewey, Paula Lake, Diana Heller, Audrey Pittinos, and Jane Sullivan. **Roxane/Jane made a motion to remove Judy Caris's name on our accounts and add Jane Sullivan. All in favor of the change, motion carried.**

NEW BUSINESS:

Reinvesting CD at FNBA: After a discussion led by Treasurer Dewey, it was decided to renew our CD #3100460108 for 36 months at the current interest rate at FNBA. The **motion was made by Helen/Diana. All voting aye, motion passed.**

Operating hours/staffing: Director McLaren opened the discussion concerning the return to normal operating hours with the help of the Hope Grant. Those new operating hours (as recommended by the director) starting in October will be Monday – Friday, 10am – 6pm. Saturday 10am – 2pm. She proposed her plan and schedule and will get it out to all. A **motion to accept her plan/schedule was made by Jane/Helen, all in favor, motion carried.**

Meeting room remodel: Amanda passed out a quote from Birdseye Carpentry to renovate the meeting room, totaling \$6,456.00. **Jane/Helen made a motion to accept this bid. All voting aye, motion passed.**

Additional shelving: Amanda gave the Board a tour of the Library and pointed out where she will request additional shelving to be paid for by the Friends of the Library.

Continuation of data analysis: **A motion was made by Helen/Jane to set up a lap top to continue collecting data in the cloud and carefully releasing it to use for data analysis. All in favor, motion carried.**

PUBLIC INPUT: None

BOARD INPUT: None

NEXT MEETING: October 13, 2021 at 4pm.

Meeting adjourned at 5:39pm

Diana Heller,
Secretary