

BENZONIA PUBLIC LIBRARY
MEETING MINUTES BOARD OF TRUSTEES
April 20, 2022

Meeting was called to order at 3:57pm, by Vice President Jane Sullivan. Roll call was taken with those present: Jane Sullivan, Audrey Pittinos, Megan Barnard and Diana Heller. Paula Lake and Helen Dewey were absent. Director Amanda McLaren was also present.

The agenda was approved as sent.

The minutes of the Board Meeting on March 16, 2022 stand approved as sent.

Communications: None

Treasurer's Report: Helen Dewey emailed her reports for the month. **A motion to accept the report was made by Audrey/Megan to accept the Treasurers report as sent, All ayes, motion accepted.**

Director's Report: Director McLaren expanded on her reports which were emailed to the board prior to our meeting. She pointed out several paragraphs on her report including The Library of Things and the sheriff's office cooperation on recovering the missing ice skates. He pointed out the excellent agreements we have the patrons sign before using the skates.

President's Comments: None

Continuing Business:

Meeting Room Décor: Amanda asked for volunteers to assist in finishing the meeting room, including wall art. Those volunteering were Jane, Megan, Diana and Amanda.

Policy for Public Input: Jane emailed the Board the "Policy for Public Input" which we are to review over the coming month and be ready to vote on it at our May 18, 2022 meeting.

New Business:

Amanda brought up closing the Library so everyone could attend Roxane's memorial service on June 4th 2022. **Jane/Megan made a motion to close the Library on June 4, 2022. All voting Aye, motion passed. The hours for the Library would be 10am – noon.**

A Policy Committee was formed with Megan, Jane and Amanda being on it.

Amanda had some suggestions for distributing some of Helen's tasks including asking Megan to take over Secretary duties, Diana taking over some of the Treasurer's duties, Jane taking over the donation duties. Making these suggestions permanent has been tabled until our next meeting. More will be coming as they are recognized.

Insurance policy billing – The Michigan Township Plan insurance bill is for \$2,363.00, which is higher than budgeted by about \$150. Amanda found a savings on the library's yearly insurance billing of approximately \$100.00, which would make the total \$2,257.00. **Jane/Audrey made a motion to reducing the art coverage from \$30,000.00 to \$10,000.00 thus saving approximately \$100.00 on the yearly charge. All ayes, motion passed.**

Director McLaren reviewed the draft budget for FY2022-2023. She went over it line by line with discussion following most items. There was a discussion of raises for the staff and Amanda said she would revise the draft budget using our suggestions and email them to all members. We will have the May meeting to discuss the proposed budget and a vote to be taken at the June meeting, after the public hearing.

Public Input: None

Board Input: None

Adjournment: Megan/Audrey made a motion to adjourn the meeting at 5:23pm, motion passed.

Next meeting will be May 18, 2022

Diana Heller, Secretary
Benzonia Public Library