

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah Via Zoom**  
**November 10, 2020**

**Call to Order:** The regular Board of Trustees meeting called to order at 7:00 PM via a remote Zoom meeting. Those in attendance and constituting a quorum were:

**Present:** Dan Hook, Cathy Hahn, Phil Downs, Dan Schoonmaker, Abby Smith

**Absent:** Debby Laslo

**Guest(s):** Karen Salyer (Director)

**Approval of Agenda:** Downs moved to approve the agenda for the meeting with the Director's Report moving ahead of the other business, Laslo supported, and the agenda was approved.

**Director's Report** (Karen Salyer)

- Karen is at home for 2 weeks due to possible COVID-19 exposure. She will be working from home.
- The library was gifted STEM kits from Newton's Road. Karen is getting them in order so that patrons may utilize them.

**Approval of Minutes:** Laslo moved to approve minutes from November 10, 2020, Schoonmaker supported, it was noted that a copy of the rules from the state regarding remote learning should be attached to the minutes, the minutes along with the attachment were approved.

**Treasurer's Report** (See corresponding documents)

- Financial Statement for the four-month period-ended October 31, 2020
  - Expenditures exceeded revenues by \$26,774 compared to the budgeted amount of \$31,267. Most of the difference was due to wages and administrative expenditures being under budget due to the COVID-19 reduction of hours.
- Bill Approvals
  - Request approval of bills to pay (\$172.13) and paid (\$6181.84) since the last meeting on October 14.
- Schoonmaker moved to accept the entire Treasurer's report, someone supported, and the report was approved in its entirety.

**Committee Reports**

**Personnel Committee**

- None

**Maintenance Committee**

- Dan S. switched the ceiling fans
- Howard Kennedy will handle snow removal for the winter at \$1350

## **Liaison Report with Friends of the Darcy Library**

- No report

## **Old Business**

- None

## **New Business**

- Current status of Board membership
  - Beulah Village appointee: Dan Hook
  - Benzonia Township elected position: Debby Laslo
  - Benzonia Township elected position: Vacant
    - Phil D. agreed to fill in until someone is found to take this position, Schoonmaker made this motion, Laslo supported, the motion was approved
- Election of Officers
  - Smith moves to keep everyone in their previous positions, Downs supported, the motion was approved.
    - President - Dan Hook, Vice-President - Phil Downs, Treasurer - Dan Schoonmaker, Secretary - Cathy Hahn
- Modification to COVID-19 Preparedness and Response Plan
  - House Bill 6032 defines when an employee can return to work
    - Karen will compare our plan for COVID-19 with the requirements of the bill
- Modification to Rules for Remote Attendance by Board at Public Meeting
  - Board members attending remotely from outside the community must indicate their general location at the beginning of the meeting

## **Other Business**

- Ann Damm, longtime director of the library, passed away
  - Dan and Janice will send a sympathy card to her husband on our behalf

## **Public Comment**

- None

**Next Meeting:** The next meeting is scheduled for Tuesday, December 8, 2020 at 7pm. via remotely

**Adjournment:** Downs moved to adjourn the meeting, Smith supported, the meeting adjourned at 7:45 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary