

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**March 21, 2023**

**Call to Order:** The regular Board of Trustees meeting called to order at 7:02 PM at the Darcy Library. Those in attendance and constituting a quorum were:

**Present:** Anne Strehle, Annie Marshall, Cathy Hahn, Dan Schoonmaker (via phone), Chloe McGehee

**Absent:** Debby Laslo

**Guest(s):** Karen Salyer (Director), Janice Schoonmaker (via phone), Dan Hook

**Approval of Agenda:** Hahn made a motion to approve the meeting agenda, Marshall supported, the motion was approved.

**Approval of Minutes From Previous Meeting:** Marshall moved to approve the minutes of November 15, 2022, Hahn supported, and the minutes were approved.

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

- Financial statement for the eight-month period-ended February 28, 2023.
  - Net loss for eight-months is \$21,611 compared to budgeted loss of \$29,260. Most of the difference was due to lower Personal Services and lower Administrative Services expenditures.
  - Property taxes are coming in. As of March 14 a total of \$71,000 of the \$79,000 expected has been received.
- Approval of bills to pay (\$0) and paid (\$29,626.05) since the last meeting on November 15, 2022.
- Hahn moved to approve the Financial Statement and Paid and Unpaid Bill Statement, Marshall supported, the motion was passed.

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

- Animal shelter donation drive before Christmas went very well. Were able to donate items to Benzie County Animal Control and Tina's Bed and Biscuits. Plan to do again next year.
- Craft tables are on-going with positive feedback.
- Monday Night Movie coming up in April will be *A Man Called Otto*
- Toby from Benzie Bus will come to speak about programs that are offered by Benzie Bus
- Kris is planning for the Summer Reading Program
- Flash card sets are available
- Karen is working with the other area library directors to plan an author event

**Committee Reports**

**Personnel Committee**

- None

**Maintenance Committee**

- Karen would like a general schedule for when different maintenance items are to be completed.

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

- No report

## **Old Business**

- Library Policies
  - Policy VI. Freedom of Information Act (FOIA) D.2.c.and d.
    - The addition of this section is the only change made to this policy. It clarifies procedures when FOIA requests are made by email.
    - VI.D.5.a. A typo was corrected.
    - Policy VI with amendments was approved.
  - Policy IV. Personnel T. Drug-Free Workplace
    - This policy has been reworded with the help of TADL and is now more to Janice's liking and discusses the use of medical marijuana.
    - McGehee moved to accept section T. of the policy, Marshall supported, the motion was passed.

## **New Business**

- Permission to Release Information from Patron Record
  - Marshall moved to accept the policy as written, McGehee supported, the motion was passed
- Application for a Library Volunteer Form Review
  - Questions regarding what is involved in a criminal background check for this type of position and is there a fee that is the responsibility of the volunteer? This may limit the number of people willing to volunteer.
    - Karen will check into it, call Sheriff's Department to gather information.

## **Other Business**

- Morning Library Hours
  - Can library hours be shifted so there are some morning hours? Karen thinks it may be possible to do this, she will talk with the staff for some input.

## **Public Comment**

- None

**Next Meeting:** The next meeting is scheduled for Tuesday, April 18, 2023, at 7pm.

**Adjournment:** Marshall moved to adjourn the meeting, McGehee supported, the meeting adjourned at 7:55 PM.

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