

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
February 20, 2024

Call to Order: The regular Board of Trustees meeting called to order at 3:55 PM at the meeting room in the Benzonia Library.. Those in attendance and constituting a quorum were:

Present: Cathy Hahn, Dan Schoonmaker (via phone), Chloe McGehee, Ann Strehle, Betsy Taylor

Absent: Debby Laslo

Guest(s): Karen Salyer (Director), Dan Hook (Emeritus)

Approval of Agenda: Taylor moved to approve the agenda, Hahn supported, the agenda was approved.

Approval of Minutes From Previous Meeting (1-16-24): Hahn moved to approve the minutes of the previous meeting, McGehee supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial Statement for the seven-month period ending January 31, 2023.
 - The net loss for the time period is \$25,918 compared to the budgeted loss of \$28,651
 - Property tax payments of \$31,856 were received in January and approximately \$14,000 in February.
 - The Friends are reimbursing the Library periodically for renovations.
 - No significant budget variations there was a small amount of income with normal expenses.
- Bills Approval: Request approval of unpaid bills (\$0) and paid (\$14,333.40) since the last meeting January 16, 2024 to February 20, 2024.
- McGehee moved to approve the Financial Statement and the Payment of Bills portion of the Treasurer's Report, Taylor supported, the motion was approved.
- Other Items: The Library received a check by mistake from Lake Township, they were contacted and the money was returned.
- The MI CLASS application was accepted.

Director's Report

- Library was busy prior to its closing for renovation; people were stocking up on items that will not be due until May 1st.
- The cookie decorating class on January 20 was successful
- Discussed the possibility of revisiting the 2 week checkout policy in the future.

Committee Reports

Personnel Committee

- No report
- Betsy is on this committee.

Maintenance Committee

- Eric disconnected the electrical outlets at the bottom of the shelves.

Liaison Report with Friends of the Darcy Library

- None

Unfinished Business

- **Library Refresh Update:**

- 2-20 ft storage pods were added. Will negotiate with the company regarding the pick up and delivery of the 2nd container and the rental of the 2-20 ft containers at the 40 ft. price.
- Mover-Discussion regarding the deposit and payment for moving the items back into the library.
- Painter-More drywall damage and the inclusion of a closet increases the cost of the job.

- **Logistics: Plan from December Minutes**

February 12 - Shipping container delivered, 8'x 8' x 40'. May use 2 or 3 parking spaces, 4" x 4" will be placed under the container to aid in snow removal and access.

February 13 - Movers arrive, 4 to 5 days to pack up

February 19 - Painting begins, 14 to 16 days to complete

March 7 - Painting finished, carpet removal and replacement begins, 2 to 3 weeks to complete

April 1 - Begin moving back into the refurbished space, about 1 week to empty container

April 12 - Shipping container removed, avoiding another month charge

April 15 - Reopening

- **Bookkeeper Update-** Dan Schoonmaker will contact in March.

New Business

- **Landscaping:** Considering landscaping from the building to Benzie Blvd. This is Village property, however, so discussion with the village will be necessary. Nearby Cold Creek should be protected and planning with the Conservation District would be important..

Other Business

- None

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, April 16, 2024, at 4 PM at the Benzonia Library.

Adjournment: McGehee moved to adjourn the meeting, Taylor supported, the meeting adjourned at 5:00 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary