

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – AUGUST 16, 2017**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, July 19, 2017, at 9:00 am at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

Present: John Krug, Clix Heerema, Barbara Graves, Margie Johnson, Sandy Boone,
Sue Gentges

Absent and excused:

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan

1 AGENDA APPROVAL

No changes to the Agenda.

2 SECRETARY’S REPORT- Regular Meeting Minutes- July 19, 2017

John Krug referred to the July 19, 2017 Minutes - 1) Retouching of paint on side of building – Dan Brady Painting; 2) Annual Report - 15 to 25 copies.

Barbara Graves/moved, Sandy Boone/supported, to approve the July 19, 2017 Minutes, PASSED.

3 PUBLIC COMMENTS

a. Friends of Library Representative

Jim Shannahan said the Friends had a book sale on August 5th and 6th. At this time the total amount received from the book sale is not available. The Friends may continue to hold monthly book sales.

b. Other – No other public comment.

4. OLD BUSINESS

a. Migration to TADL IT Support

Bradley Chaplin reported new computers are to be installed soon in the Library. Staff meeting to be held on Monday, August 21, 2017 at the Traverse City District Library. Our library will be closed on August 21, 2017. The library is on the internet - SBBDL.org. Bradley Chaplin said the phone app for smartphones will be available soon. By the end of the next Board meeting the migration to TADL IT Support will be in place.

b. Selection of Audit Firm

Barbara Graves recommends that the Board retain Tobin & Co. to complete the 2016-2017 audit.

John Krug/moved, Clix Heerema/supported, to retain Tobin & Co. to complete the 2016-2017 audit, PASSED.

c. Annual Report

Bradley Chaplin submitted a draft of the Annual Report for review. When finalized, the Annual Report will be delivered to the Village of Suttons Bay, Bingham Township and Suttons Bay Township.

d. GALA

Bradley Chaplin said the GALA Committee will be meeting next week to start working on sponsorships.

e. Monthly Policy Review

Sue Gentges said history of the library is the only item to update. For the next Board Meeting review pages 57-62.

5. NEW BUSINESS

a. Intro and Welcome New Assistant Director

John Krug said this item is postponed to the September meeting.

b. Additional Open Hours

Bradley Chaplin said he will look at the number of hours the Library is open and the patronage to determine whether the Library should increase the number of hours it is open. Bradley Chaplin thanked the Board for fulfilling its promise to the community to increase the number of hours the Library is open, noting the Library is now open on Monday.

c. Annual Book Sale

(See the Friends Report). It was noted the annual book sale went well. Patrons were directed inside of the Library, down the stairs to the lower level and outdoor tents where the book sale was held.

d. Fire Inspection of Library Building

John Krug said the Library building was inspected by the Fire Department on March 24, 2016. John Krug said he plans to meet with Chief Jim Porter, Chief of the Suttons Bay-Bingham Fire Department, and ask him if the Library building should have a yearly fire inspection.

6. Treasurer's Report

Barbara Graves submitted the Treasurer's Report as of June 19, 2017 for approval.

Checking/Savings	
Checking -	\$ 12,610.37
Savings - MM	217,067.49
Cert. of Deposit	- 0 -
Petty Cash	150.00

Total Checking/Savings \$ 229,822.86
 Checks - 14002-14026 ETF's - 10 (payroll and taxes)

Sue Gentges/moved, Sandi Boone/supported, to approve the July 2017 Treasurer's Report as drafted, PASSED.

7. OTHER REPORTS

a. Library Director's Report

Bradley Chaplin submitted his Library Director's Report for August 2017. The Library Director's Report will be part of the Minutes.

Bradley Chaplin asked the Board if the September Board Meeting could be moved to Tuesday, September 19, at 9 a.m. as he has another meeting to attend on Wednesday. Consensus - The September Library Meeting will be held on Tuesday, September 19, 2017 at 9 a.m.

Bradley Chaplin said he is compiling a list of people who might be interested in serving on the Library Board in the future.

b. Friends Meeting

c. Township Reports

John Krug - Suttons Bay Township
 Marge Johnson - Bingham Township
 Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

Bradley Chaplin said Carlson Tree Service removed the trees.

9. Adjournment The meeting was adjourned at 10:00 a.m.

Respectfully submitted,
 Marge Johnson, Secretary

Note: A regular meeting is scheduled for Tuesday, September 19, 2017 at 9 a.m..
 Quorum required. Notify J Krug (271-5719) if unable to attend.