**SUTTONS BAY-BINGHAM DISTRICT LIBRARY**

 **BOARD OF TRUSTEES**

 **MEETING MINUTES – OCTOBER 18, 2017**

**8,**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular

meeting to order on Wednesday, October 18, 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: None

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan, Jeannie Coulter

**1 AGENDA APPROVAL**

Consensus to approve the amended agenda, adding B. under New Business - B. Budget Amendment - TADL Expenses.

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

***Sue Gentges/moved, Clix Heerema/supported, to approve the September 19, 2017 Minutes***

***as corrected, (.5 mills), PASSED.***

**3 PUBLIC COMMENTS**

**a. Friends of the Library**

Jim Shannahan reported on the annual book sale under Old Business, Item C.

**4. OLD BUSINESS**

**a. Migration to TADL IT Support**

Bradley Chaplin reported the transition from Nugen to TADL IT Support went well. Volunteers are being taught the new system. Questions and concerns have been compiled to submit to TADL IT Support.

**b. 2017 GALA –**

Jeannie Coulter said the 2017 Gala will be held on December 9th, 2017 from 6 pm to 8:30 pm. Sponsor letters have been mailed out with post cards to be returned. Jeannie Coulter asked the Board if it would find a sponsor for the GALA.

**c. Annual Book Sale Final Results**

Jim Shannahan reported the Friends August 2017 Book Sale had sales of $5,700.00 (third year of downward sales), and adding in the monthly book sales, the total was $6,500.00.

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**d. Monthly Policy Review (pgs. 63-67)**

The monthly review of the Policy was held, the review of pgs 63-67, New Trsutee Orientation. Sue Gengtes hsnded out new pages for the policy. The next policy review will be pages 14-22.

**e. Additional Open Hours**

Bradley Chaplin said he is not finished with the additional open hours issue. John Krug said he is still open to hearing from staff as to whether they think the Library should be open additional hours.

**5. NEW BUSINESS**

**a. Review BOT Terms Update Roster**

Sue Gentges said the new roster will be submitted at the November Meeting.

**b. Budget Amendment for TADL IT Support**

Bradley Chaplin said the Library received 2 invoices from TADL, one for $18,000 for the initial start up of TADI IT Support and one for $12,000, the annual fee. The annual fee is in the budget. There is nothing in the budget for the initial start up of TADL IT Support. Bradley Chaplin recommends that $18,000 be transferred from the General Fund to Technology.

***Barbara Graves/moved, Sue Gentges/supported, to amend the budget, moving $18.000.0 from the General Fund to Technology Line Item 6133 for TADL IT Support initial start up.***

***Roll call vote: Yes: all. No: None. Motion carried.***

**6. Treasurer’s Report**

Barbara Graves submitted the Treasurer’s Report as of October 2017 for approval.

 Checking/Savings

 Checking - $ 12,610.37

 Savings - MM 217,062.49

 Cert. of Deposit - 0 -

 Petty Cash 150.00

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Total Checking/Savings $ 229,822.86

Checks -14067-14096 ETF’s - 10 (payroll and direct deposits)

Barbara Graves said the audit has been completed, and she is waiting to hear from the auditor.

***Sandy Boone/moved, Sue Gentges/supported, to approve the October 2017 Treasurer’s Report as drafted, PASSED.Clix Heerema/moved, Sue Gentges/supported, to approve the September 2017 Treasurer’s Report as drafted, PASSED.***

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**7. OTHER REPORTS**

**a. Library Director’s Report**

Bradley Chaplin submitted his Library Director’s Report for October 2017. Bradley Chaplin said he has been thinking about making an annual report to the townships, village, Rotary and other organizations in the community.

MLA LEADERSHIP ACADEMY

***Marge Johnson/moved, Clix Heerema/supported to approve Bradley Chaplin registering for the MLA Leadership Academy at a cost of $1,295.00, PASSED.***

Bradley Chaplin discussed writing a grant and applying to Cherryland Electric for two furnaces for the Library. The Library Director’s Report will be part of the Minutes.

**b. Friends Meeting**

Jim Shannahan said he and Bradley Chaplin are going to take old electronics to the hazard waste material center.

**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 he is still working with the Friends to create a garden in the back of the Library.

**9. Adjournment**

The meeting was adjourned at 10:48 a.m.

Respectfully submitted,

Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, November 22, 2017 at 9 a.m..

 Quorum required. Notify J Krug (271-5719) if unable to attend.

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