

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 27, 2016**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees Meeting to order on Wednesday, January 27, 2016, at 3:00 pm at the Library.

**ROLL CALL OF BOARD MEMBERS**

Present: John Krug, Clix Heerema, Marge Johnson, Sue Gentges, Susan Lee

Absent: Barbara Graves

Staff Absent: Ryan Deery

Also Present: Jeannie Coulter, Jim Shannahan, Terry Allen (late arrival)

**1 AGENDA CHANGES**

No changes

**2 SECRETARY'S REPORT – December 16, 2015**

John Krug asked that the appointment of designated officers as stated in the minutes be changed to indicate the election of officers will occur at the January meeting as announced by the President.

*Clix Heerea/moved, Marge Johnson/supported, PASSED, to approve the December 16, 2015 Minutes as corrected.*

**3 PUBLIC COMMENTS**

**a Friends of Library Representative**

No report.

**b Other Public - No other public comment.**

**4 OLD BUSINESS**

**a. Millage**

At the February 10<sup>th</sup> meeting of the Suttons Bay Township Board the issue of how the 0.3 mills that are currently supporting the Library will be used should the requested 0.5 mill property tax proposal being considered by the Library Board pass in the August Primary. Bingham Township officials will act soon on their decision.

Terry Allen, chairman of the Ballot Question Committee, was introduced to the Board.

**b. Policy and Procedures Review**

The Policy and Procedures Manual is in the final stages of typing and will be ready at the February meeting..

**c. Annual Audit**

The audit has occurred and is complete. Final copies will be available.

**5. NEW BUSINESS**

**a. Consider Preliminary 2016-2017 Budget**

John Krug will discuss with Barbara any changes that may be necessary to the 2016-2017 budget.

**b. Election of Officers**

The slate of officers was announced: John Krug as President; Clix Heerema as Vice-President; Barbara Graves as Treasurer; and Marge Johnson as Secretary.

*Susan Lee/moved, Marge Johnson/supported, PASSED, to accept the slate as announced.*

**6. TREASURER’S REPORT**

The Treasurer’s Report for January 19, 2016 was submitted.

Bank Statement –

Checking/Savings Accounts -

Chemical Bank Checking	\$	3,604.75
Chemical Bank MM		74,328.33
Certificate of Deposit		
Bank of N. MI CD#10		30,409.16
Petty Cash		150.00

Total Checking/Savings		<u>\$ 108,492.24</u>
------------------------	--	----------------------

EFT’S - #652-656      Checks 13484 - 13517

*Clix Heerema/moved, Marge Johnson supported, PASSED, to approve the January 2016 Treasurer’s Report, including checks and EFTS.*

**7. OTHER REPORTS**

**a. Library Director’s Report**

The January 2016 Library Director’s Report was distributed in Ryan's absence. The Paternity Leave Plan was included in the report. The expected time off dates will be adjusted due to the early arrival of Baby Deery. A copy of the report and plan is attached to the Minutes.

**b. Friends of the Library**

Jim Shannahan reported that the Friends are not accepting used books until February 2 because sorting group is out of town at this time.

**c. Township Reports**

John Krug – Suttons Bay Township; Marge Johnson – Bingham Township.

**d. Landscaping and Maintenance**

No report.

**8. ADJOURNMENT**

The meeting was adjourned at 4:05 p.m.

Sue Gentges, Acting Secretary

Note: The next regularly scheduled meeting is February 24, 2016, at 3:00 pm  
Quorum required. Notify J Krug (271-5719) if unable to attend.