

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES – JULY 27, 2016**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees Regular Meeting to order on Wednesday, June 22, 2016 at 3:25 pm at the Library.

**ROLL CALL OF BOARD MEMBERS - Quorum Present**

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

Absent: Barbara Graves

Staff Present: Ryan Deery

Friends of the Library: Jim Shannahan

**1 AGENDA CHANGES**

Add under New Business D. Paid Holidays For Staff.

**2 SECRETARY'S REPORT – June 22, 2016 Minutes**

*Clix Heerema/moved, Sue Gentges/supported, to approve the June 22, 2016 Minutes as printed.*

**3 PUBLIC COMMENTS –**

**a. Friends**

Jim Shannahan reported that the two Friends are selling books at the Library

**b. Prospective Board Member**

Sandy Boone introduced herself to the Board as a prospective board member representing the Village of Suttons Bay, fulfilling the unexpired term of Susan Lee. Consensus of the Board that Sandy Boone should be appointed to represent the Village of Suttons Bay on the Library Board.

**c. Library Director**

Ryan Deery announced that he will be resigning as Suttons Bay-Bingham Library Director on September 9, 2016 and will be the Allegan District Library Director as of October 2016.

**4 OLD BUSINESS**

**a. Millage**

Ryan Deery reminded the Board that August 2, 2016 is the election for the .5 mills for the Library. Post cards have been mailed to registered voters. Bahles put up a sign of support for the Library millage. Also, the League of Women Voters held a forum with regard to the library millage. Thank you notes will be sent to volunteers who helped with the millage election.

**b. Policy and Procedures Manual**

Sue Gentges passed out the new Policy and Procedures Manual. John Krug asked Board members to review the manual before the August meeting. In September a committee will review Board comments with regard to the Manual.

**c. Annual Report**

Ryan Deery presented the draft of the Annual Report. Changes as proposed will be made before printing is done.

**5. NEW BUSINESS**

**a. 2016 Gala**

Ryan Deery said work is continuing on the 2016 Gala.

**b. Staff Performance Reviews**

Ryan Deery said Staff Performance Reviews were done in the Spring of 2016. Both employees are doing a good job for the Library, setting goals and working hard to achieve their goals.

**c. Cherryland Electric Cares Grant Application**

John Krug said he is working on the Cherryland Cares Grant Application.

**d. Paid Holidays For Staff**

Ryan Deery asked the Board a question - If a holiday falls on a day in which staff is scheduled to work, will staff still receive holiday pay.

Consensus of the Board that all staff will be paid for all holidays.

**6. TREASURER’S REPORT**

Barbara Graves submitted the Treasurer’s Report for July 2016.

Bank Statement – As of July 26, 2016

Checking/Savings Accounts -	
Chemical Bank Checking -	1,561.03
Chemical Bank MM-	70,357.20
Certificate of Deposit	
Bank of N. MI CD#10, #11	30,409.16
Petty Cash	150.00
Total Checking/Savings	<u>\$102,477.39</u>

Checks - 13648 – 13690      EFTS - 672-674      Direct Deposits - 1062-1067

***Clix Heerema/moved, Sue Gentges/supported, to approve the July 2016 Treasurer’s Report, including checks, EFTS and Direct Deposits, PASSED.***

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**7. OTHER REPORTS**

**a. Library Director's Report**

Ryan Deery submitted the July 2016 Library Director's Report which was accepted by the Board and is attached to the Minutes.

**b. Friends Meeting** - No report.

**c. Township Reports**

John Krug - Suttons Bay Township

Marge Johnson - Bingham Township

Sue Gentges - Village of Suttons Bay

**d. Landscaping and Maintenance.**

Ryan Deery said work is being done on the back of the property.

**8. ADJOURNMENT**

The meeting was adjourned at 4:19 pm

Marge Johnson, Secretary

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