

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES – JUNE 22, 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 3:00 pm at the Library.

**ROLL CALL OF BOARD MEMBERS**

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

Absent: Susan Lee

Staff Present: Ryan Deery

Friends of the Library: Jim Shannahan

Also Present: Jeannie Coulter

**1 AGENDA CHANGES**

Add under New Business H. – Brainstorming - New Board of Trustees Candidate from Village of Suttons Bay to replace Susan Lee who has resigned.

**2 SECRETARY’S REPORT –**

**a. May 25, 2016 – Special Meeting**

*Barbara Graves/moved, Sue Gentges/supported, to approve the Special Meeting Minutes of May 25, 2016 as presented, PASSED.*

**b. May 25, 2016 – Regular Meeting**

*Barbara Graves/moved, Clix Heerema/supported, to approve the Regular Meeting Minutes of May 25, 2016 as presented, PASSED.*

**3 PUBLIC COMMENTS –**

**a. Friends**

Jim Shannahan reported that the Friends purchased a new door for the lower level of the Library which was installed today.

**4 OLD BUSINESS**

**a. Millage**

Ryan Deery reported that the Suttons Bay Township Board took no action at its June meeting on the .3 mills if the .5 mills the Library is requesting passes. Jeannie Coulter told the Board members the questions she was asked about the Library millage at the Senior Expo.

**b. Policy and Procedures Manual**

Sue Gentges said the Policy and Procedures Manual is complete and will be submitted at the July meeting.

1

**c. LCSS Senior Expo: June 21, 2016**

Sue Gentges and Jeannie Coulter represented the Library at the LCSS Senior Expo which was a success.

**5. NEW BUSINESS**

**a. Library Director Contract Signing**

The Library Director's Contract was submitted for signing. This is a Contract between Ryan Deery (Library Director), and the Suttons Bay-Bingham District Library which will begin on July 1, 2016 and end on June 30, 2017. Ryan Deery and John Krug signed the Contract.

**b. Increasing 2015-2016 Budget, transferring funds from one cost area to another.**

Barbara Graves said the 2015-2016 Budget, Staff and Payroll, has to be increased by \$2,000.00 to cover expenses. The revised budget amount is \$86,263.64.

	Budgeted 2015-2016	Spent 2015-2016	Increase Budget	New Budget
801-6123 Janitorial Services	\$ 3,980.00	\$ 4,163.80	\$ 200.00	\$ 4,180.00
932-6123 Landcaping/Maint.	1,800.00	2,254.40	500.00	2,300.0,
802-6124 Ins. Prop & Liab.	2,200.00	2,406.00	250.00	2,450.00
Staff & Payroll			2,000.00	
6200 Admin. Services	16,900.00	18,340.94	1,500.00	18,400.00
Total increase in budget expense amount - Misc. Income			4,450.00	
Net profit for year end			5,552.90	
New Budget to cover all of the expenses \$2,000.00 Difference				\$ 86,263.64

***Barbara Graves/moved, Sue Gentges/supported, to increase the 2015-2016 Budget, Staff and Payroll by \$2,000.00 to cover expenses, with revised budget amount of \$86,263.64, PASSED.***

**c. Motion to Authorize Expenditure of 2016-2017 Budget**

***Barbara Graves/moved, Clix Heerema/supported, to authorize the expenditure of the 2016-2017 Budget in the amount of \$162,450.24, PASSED.***

Unrestricted Income – Library Fund

In memory of Ann Beurele - \$ 1,845.00

**d. Selection of Audit Firm**

Discussion was held of selecting an audit firm for the upcoming audit.

***Clix Heerema/moved, Barbara Graves/supported, to hire Ton & Co. to prepare the 2015-2016 Audit, PASSED.***

2

**e. Cherryland Electric Grant**

John Krug said he plans to write a grant to Cherryland Electric in June 2017 to request a new furnace and air conditioner for the Library.

**f. 2016 Gala**

Jeannie Coulter announced that she will co-chair the 2016 Gala to be held on Saturday, December 10<sup>th</sup> with Sharon Terrington.

**g. 2016 Annual Report**

Ryan Deery said he will be preparing the 2016 Annual Report which will come out in the early part of August.

**h. New Village of Suttons Bay Library Trustee**

John Krug said Susan Lee, Village of Suttons Library Trustee has resigned. John Krug asked if any Board member knows of a village resident who might be interested in serving on the Library Board.

**6. TREASURER'S REPORT**

Barbara Graves submitted the Treasurer's Report for June 2016.

Bank Statement –

Checking/Savings Accounts -	
Chemical Bank Checking -	2,107.17
Chemical Bank MM- Certificate of Deposit	81,634.20
Bank of N. MI CD#10, #11	30,409.16
Petty Cash	150.00
	<hr/>
Total Checking/Savings	\$114,300.53

Checks - 13618-13663      EFTS - 5

*Sue Gentges/moved, Clix Heerema/supported, to approve the June 2016 Treasurer's Report, including checks and EFTS, PASSED.*

**7. OTHER REPORTS**

**a. Library Director's Report**

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

**b. Friends Report/Meeting**

Jim Shannahan, President of the Friends, reported that E-Bay book sales are slowly increasing.

**3**

**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 he will talk to the Friends to see if they would be willing to fund landscaping next to the Village of Suttons Bay Building, and edging and mulching in the front of the Library building.

**8. ADJOURNMENT**

The meeting was adjourned at 4:07 pm

Marge Johnson, Secretary

Note: The next regularly scheduled meeting is July 27, 2016, at 3:00 pm  
Quorum required. Notify J Krug (271-5719) if unable to attend.