

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 23, 2016**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees Meeting to order on Wednesday, March 23, 2016, at 3:00 pm at the Library Community Room.

ROLL CALL OF BOARD MEMBERS

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

Absent: Clix Heerema, Barbara Graves

Staff Present: Ryan Deery

Also Present: Jim Shannahan

1 AGENDA CHANGES

Consensus to approve the Agenda with the addition of April Meeting and Volunteer Luncheon under New Business.

2 SECRETARY'S REPORT – FEBRUARY 24, 2016 MINUTES

Sue Gentges/moved, Susan Lee/supported, to approve the February 24, 2016 Minutes as drafted, PASSED.

3 PUBLIC COMMENTS

No public comment.

4 OLD BUSINESS

a. Millage

Ryan Deery reported on the status of the millage election. The campaign will be kicked off the last week of April. Advisory materials ready to go out. Ryan requests that residents of both Bingham and Suttons Bay Townships hold coffees, tea parties, etc. in May, June and July and ask the Millage Committee to come to talk about the millage.

b. Policy and Procedures Review

Sue Gentges reported that she and Susan Lee are still working on the Policy and Procedures Manual.

c. Preliminary 2016-2017 Budget

John Krug said the Board will begin working on the Preliminary 2016-2017 Budget in April.

d. Paternity Leave

Ryan Deery submitted his report on Paternity Leave. The Paternity Leave Report will be made part of the record. Ryan thanked staff for doing a good job while he was gone.

5. NEW BUSINESS

a. Annual Fire Inspection

John Krug reported the Annual Fire Inspection was made by the Suttons Bay-Bingham Fire & Rescue Department today. The outcome of the inspection is that one battery is needed.

b. April Library Meeting

Consensus of the Board to hold the April Library Meeting on Friday, April 29, 2016 at 3:00 pm.

c. Volunteer Lunch

Sue Gengtes and Ryan Deery will meet to look at dates and restaurants for the Volunteer Lunch which will be either in May or June.

6. TREASURER’S REPORT

The Treasurer’s Report for February 29, 2016 was submitted.

Bank Statement –

Checking/Savings Accounts -

Chemical Bank Checking	\$ 1,499.25
Chemical Bank MM	68,489.22
Certificate of Deposit	
Bank of N. MI CD#10	30,409.16
Petty Cash	150.00
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Total Checking/Savings	\$ 100,548.33

EFT’S - 659-660 Checks - 13541 - 13564 DD’s - 1045-1048

Marge Johnson/moved, Sue Gengtes/supported, to approve the February 2016 Treasurer’s Report, PASSED.

7. OTHER REPORTS

a. Library Director’s Report

Ryan Deery submitted the February/March 2016 Library Director’s Report which is attached to the Minutes.

Capital Expenditures

Side doors. The community meeting room is now being used anywhere from 1-4 times a week after library hours. The users come in through either the side or lower level door, neither of

which are in good shape or equipped to handle the traffic load. Bid received from Northern Michigan Glass to replace the two doors at \$4,200.00.

Consensus of the Board to ask the Friends to fully support the purchase of two doors from gala funds.

b. Friends of the Library

Jim Shannahan reported that Brad Spencer has stepped down as a member of the Friends.

c. Township Reports

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

d. Landscaping and Maintenance

Ryan Deery reported that an estimate has been received from Green Thumb Landscaping for spring.

8. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Marge Johnson, Secretary

Note: The next regularly scheduled meeting is April 29, 2016, at 3:00 pm
Quorum required. Notify J Krug (271-5719) if unable to attend.