

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES REGULAR  
MEETING MINUTES - MAY 25, 2016**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees Regular Meeting to order on Wednesday, May 25, 2016, at 3:00 pm at the Library.

**ROLL CALL OF BOARD MEMBERS**

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

Absent: None

Staff Present: Ryan Deery

Friends of the Library: Jim Shannahan

Also Present: Jeannie Coulter

**1 AGENDA CHANGES**

Postpone - Old Business – B. Policy and Procedures Manual. Consensus to approve the Agenda as amended.

**2 SECRETARY’S REPORT – APRIL 29, 2016 MINUTES**

*Barbara Graves/moved, Clix Heerema/supported, to approve the April 29, 2016 Minutes as submitted, PASSED.*

**3 PUBLIC COMMENTS – No public comments.**

**4 OLD BUSINESS**

**a. Millage**

Ryan Deery reported that the Advisory Committee met last Friday. The Board is being asked to review the voter registration list for both Bingham and Suttons Bay Townships and identify residents they know. Upon receipt of that information from the Board, a fact sheet and application for an absentee voter’s ballot will be mailed out. Also, two ads will be run in the Leelanau Enterprise. Letters to the Editor of the Enterprise are welcome. On June 8, 2016 the Suttons Bay Township Board will vote on what to do with the .3 mills if the .5 Library millage passes.

**b. Policy and Procedures Manual**

Postponed.

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

Sue Gentges and Jeannie Coulter will be present at the LCSS Senior Expo

## **5. NEW BUSINESS**

### **a. Adoption of 2016-2017 Final Budget**

Barbara Graves reviewed the 2016-2017 proposed budget which is \$162,450.24. Discussion was held by the Board of the proposed 2016-2017 Budget.

#### Public Comment

There was no public comment or correspondence received regarding the proposed budget.

*Clix Heerema/moved, Sue Gentges/supported, to approve the preliminary budget and adopt it as the Final Budget for 2016-2017 in the amount of \$162,450.24.*

*Roll call vote. Yes: Krug, Heerema, Graves, Johnson, Gentges, Lee.*

*No: None. 2016-2017 Budget Adopted.*

### **b. Annual Volunteer Get-Together**

The Annual Volunteer Get-Together was held on May 24<sup>th</sup> at Knot Just A Bar. Sue Gentges said she thought the luncheon was success. Discussion was held about having the luncheon in April of 2017 and where it should be held. The Board thanked Sue Gentges for volunteering to put the luncheon together.

### **c. Evaluation of Library Director Ryan Deery**

The Evaluation of Library Director Ryan Deery was presented to the Board for review and approval. The criteria listed to evaluate Ryan Deery was a. relationship with Board; b. goals and objectives; c. community and professional relationships; d. staff and personal relationships; e. relationship with patrons; f. business and finance; and personal qualities. The evaluation concluded that Ryan Deery is a professional in all aspects of his job performance.

*Graves/moved, Heerema/supported, to approve the Evaluation of Library Director Ryan Deery submitted to the Board on May 25, 2016, PASSED.*

Jeanie Coulter said the committee that interviewed and recommended to the Board of Trustees that Ryan Deery be hired as Library Director did a very good job.

### **d. 2016 Gala**

Ryan Deery reported he has someone who is interested in helping with the Gala. He recommends that letters providing information about this year's Gala be sent out to sponsors of last year's Gala. Ryan Deery said he needs to have volunteers who are willing to be responsible for each section of the Gala.

Jeannie Coulter said chairs and the caterer have been reserved. She said she needs to have a person who will work with her. She plans to be gone sometime in September and November, and noted invitations for the Gala can be prepared in advance.

**6. TREASURER’S REPORT**

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

Bank Statement –

Checking/Savings Accounts -

Chemical Bank Checking - 2,593.56

Chemical Bank MM- 62,282.04

Certificate of Deposit

Bank of N. MI CD#10, #11 30,409.16

Petty Cash 150.00

Total Checking/Savings \$ 95,434.76

Checks - 13601-13632 EFTS - 10

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

**7. OTHER REPORTS**

**a. Library Director’s Report**

Ryan Deery submitted the May 2016 Library Director’s Report which was accepted by the Board and is attached to the Minutes. Ryan Deery said Ann Beuerle passed way and a donation is being sent in her honor to the Library.

**b. Friends Report/Meeting**

Jim Shannahan, President of the Friends, reported the Friends are funding the door replacement and new hardware for the upper door. The Friends has someone who is starting to sell Library books on E-Bay. With regard to the upcoming book sale, two tents will have to be relocated for this book sale and future book sales.

**c. Township Reports**

John Krug said on June 8, 2016 the Suttons Bay Township Board will consider what to do with the .3 mills if the Library millage passes.

**d. Landscaping and Maintenance.**

No report.

**8. ADJOURNMENT**

The meeting was adjourned at 3:44 pm

Marge Johnson, Secretary

Note: The next regularly scheduled meeting is June 22, 2016, at 3:00 pm  
Quorum required. Notify J Krug (271-5719) if unable to attend.