

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES – NOVEMBER 16, 2016**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, November 16, 2016, at 3:02 pm at the Library.

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

Present: John Krug, Marge Johnson, Sandy Boone, Sue Gentges

Absent and excused: Clix Heerema, Barbara Graves

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan, Jeanie Coulter

**1 AGENDA APPROVAL**

Consensus to approve the agenda as presented.

**2 SECRETARY'S REPORT**

**Minutes of October 16, 2016**

*Sue Gentges/moved, Sandy Boone/supported to approve the October 26, 2016 Minutes as printed, PASSED.*

**3 PUBLIC COMMENTS**

**a. Friends of the Library Representative**

Jim Shannahan said the Friends have received several boxes of books and more books will be coming for the next book sale.

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

**4 OLD BUSINESS**

**a. Policy and Procedures Manual – Monthly Review by Paragraph**

Consensus was to postpone Policy and Procedures Manual to a future meeting.

**b. 2016 Gala Overall Progress Report**

Jeanie Coulter said obtaining sponsorships is ongoing, some tickets for the Gala have been sold. The plans for the Gala are on schedule. In a note from Barbara Graves she said the liquor license application was mailed to the State and should be approved and mailed to us soon.

**c. Internal Operations Review**

John Krug said all of the trustees have agreed to work with Library Director Bradley Chaplin on the internal operations review. A report will be submitted at the January 2017 Meeting.

**d. Financial Forecast for Auditor**

Barbara Graves submitted Current Known Facts which the auditor is requesting from the Board. Consensus of the Board to send the Current Known Facts to the auditor.

**e. Audit**

Barbara Graves said the audit is in process and should be received soon.

**f. Insurance Claim Results**

John Krug said a check for \$1,777.99 has been received as payout for the recent insurance claim.

**5. NEW BUSINESS**

**a. Library Director Signing Contract**

Bradley Chaplin and John Krug signed the Library Director’s Contract. Attached to the Contract is Library Director List of Duties.

**b. Savings Instruments Review**

Consensus to approve Treasurer’s Report of Barbara Graves regarding savings instruments.

**c. Establish Capital Fund**

John Krug said the Board has agreed to establish a capital fund for the purpose of taking care of rainy day emergencies. Discussion of establishing the capital fund will be held at the April 2017 Meeting.

**6. Treasurer’s Report**

Barbara Graves submitted the Treasurer’s Report as of October 31, 2016

Assets –

Checking/Savings

Checking -	\$ 1,583.74
Savings	61,950.31
Cert. of Deposit	30,684.02
Petty Cash	150.00

Total Checking/Savings \$ 94,368.07

ET - 4 Checks 13749 - 13777

***Sandy Boone/moved, Sue Gentges/supported, to approve the October 31, 2016 Treasurer’s Report as presented, PASSED.***

**7. OTHER REPORTS**

**a. Library Director’s Report – Bradley Chaplin Report**

Thank you for having the reception for me on Monday.

The counter at the entrance of the Library will have new batteries.

I agree to do the snow removal at the Library entrances.  
It is understood that the Village has someone plow the sidewalk and parking area.  
Going to work on summer reading program for next year.  
The Library will be closed on December 24, 25 and 26, 2016.  
Will be working on staffing the Library.  
Agree to serve on the Chamber of Commerce as Library representative.

**c. Friends Meeting** - Wed., November 16, 2016. Jim Shannahan explained how the books are sorted for the book sale.

**d. Township Reports**

John Krug - Suttons Bay Township  
Marge Johnson – Bingham Township  
Sue Gentges & Sandy Boone - Village of Suttons Bay

**8. Landscaping and Maintenance**

The hole in the sidewalk in front of the building will be replaced by the Village crew.

**9. Adjournment**

The meeting was adjourned at 4:00 pm

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, December 21, 2016.  
Quorum required. Notify J Krug (271-5719) if unable to attend.



