

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – APRIL 19, 2017**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, April 19, 2017, at 9:00 am at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

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

Absent and excused: None

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan, Friends; Roger Mendel, Northland Library Cooperative

1 AGENDA APPROVAL

Consensus to approve the agenda as amended, adding under New Business, G. Roger Mendel, Northland Library Cooperative (Resolution to Join Northland Library Cooperative, and Suttons Bay District Library Board Training Presentation.

2 SECRETARY'S REPORT- March 15, 2017

Barbara Graves/moved, Sue Gentges/supported, to approve the March 15, , 2017 Minutes as submitted, PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library Representative

Two library copiers have been donated to G.T. Lighthouse. On Saturday, April 22, 2017, the Friends will have a one day book sale in the lower level of the Library.

b. Other - No other public comment

4. OLD BUSINESS

a. Internal Operations Review

Bradley Chaplin said that he and Marge Johnson met to review landscaping and maintenance.

b. Policy and Procedures Review

Policy and Procedures was submitted in its final form. Approval of the policy will be on the May agenda.

c. 2017 Annual Report

John Krug said he will write a letter to be included in the 2017 Annual Report which will be published in August 2017.

d. 2017 GALA

Jeannie Coulter has suggested that Sherry Tidderington be contacted to discuss the pros and cons of the GALA. Jeannie Coulter is looking to the Friends and library volunteers to help with the GALA.

e. Volunteer Salute

Sue Gentges said invitations will be mailed at the end of April for the Volunteer Breakfast to be held at the VI Grill on Tuesday, May 16, 2017 at 9 a.m.

5. NEW BUSINESS

a. Migration to TADL Support

Bradley Chaplin submitted the TADL Agreement which is between the Traverse City Area District Library and the Suttons Bay-Bingham District Library for library technology service. Also reviewed was the overview of Library Technology Service. Migration service - \$18,000. Yearly Service - \$12,000. Bradley Chaplin said the Library currently budgets \$13,000 a year for technology service. The Library signed a contract with NUGEN (Al Patrick) in 1996 for technology services.

Consensus of the Board to have John Krug send the TADL Agreement to Attorney Richard Figura for his review; if TADL Agreement is approved by the Board, it would be for five (5) years; and Bradley Chaplin would contact Al Patrick (NUGEN) and let him know the Library would cease using NUGEN.

b. Creation of Capital Fund

John Krug said he would like to see some of the budget allocated to a capital fund. Discussion was held about setting up a capital fund. It was pointed out that there are three (3) upcoming expenses for the Library.

Consensus of the Board to postpone discussion of a capital fund and note that it will not be in next year's budget.

c. Investment of Matured CDs Funds

Barbara Graves said the CD's are in the money market funds for now. She will look at the CD's after the budget has been completed.

d. Library Millage

A legal opinion, written by Attorney Dick Figura, Suttons Bay Township's Attorney regarding library millage was previously given to the Library Board for its information. Barbara Graves said this matter has been settled. Suttons Bay Township gave the Library what was owed under the old system.

e. Cleaning Contract

Consensus of the Board to allow Bradley Chaplin to handle the cleaning contract with Teresa.

f. Preliminary 2017-2018 Budget Review (to include possible shift to calendar year budget)

John Krug said public exposure of the 2017-2018 Budget will be held at the May 17, 2017 Meeting.

Hiring of staff

Bradley Chaplin said he sees the need to hire another employee for 25 hours a week to start with which could lead up to full time. Job description and wages would have to be discussed. He said he would like to use the volunteers in a capacity that he designates.

g. Northland Library Cooperative - Roger Mendel

Roger Mendel, Director of the Northland Library Cooperative, explained what the services Northland Library Cooperative will provide to the Suttons Bay-Bingham District Library. Bradley Chaplin said the Library will end its relationship with Mid-Michigan Library Co-Op. Bradley Chaplin said the Library voted a few months ago to join Northland Library Cooperative.

John Krug/moved, Sue Gentges/supported, to approve the Agreement with Northland Library Cooperative, and authorize John Krug, President, and Marge Johnson, Secretary, to sign the Agreement.

Roger Mendel made a Board Training Presentation to the Library Board. The Board thanked Roger Mendel for his presentation.

Roger Mendel recommends that the Board talk to its auditor about changing to a calendar year.

6. Treasurer's Report

The Treasurer's Report for April 2017 was submitted for approval.

Assets –

Checking/Savings	
Checking -	\$ 1,500.09
Savings - MM	80,212.28
Cert. of Deposit	30,409.16
Petty Cash	150.00

Total Checking/Savings \$ 112,271.53
Checks - 13888-13922 ETF's - 8 (payroll and taxes)

Clix Heeresma/moved, Sue Gentges/supported, to approve the April 20, 2017 Treasurer's Report as presented, PASSED.

7. OTHER REPORTS

a. Library Director's Report – Bradley Chaplin Report

Bradley Chaplin gave a verbal Library Director's Report. Poetry Month. Art Off The Shelf. He attended Northland Library Meeting. May 11th, 2017, Jim Shannahan will present program on ancestry.com. Working on summer reading program. Discussed costs of books on CD's. He will make purchase of cd's on his own for the Library. Talked to Bonek Insurance Agency regarding capitalism insurance policy.

b. Friends Meeting

No report.

c. Township Reports

John Krug - Suttons Bay Township

Marge Johnson – Bingham Township

Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

See Old Business, a. Internal Operations Review.

9. Adjournment

The meeting was adjourned at 11:25 am

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, May 17, 2017 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.