

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – DECEMBER 21, 2016**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, December 21, 2016, at 3:00 pm 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: Len W., Jeannie Coulter, Sherry Tiderington

1 AGENDA APPROVAL

Consensus to approve the agenda as presented.

2 SECRETARY'S REPORT- November 16, 2016 Minutes

Barbara Graves/moved, Sue Gentges/supported to approve the November 16, 2016 Minutes as printed, PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library Representative

Len W. of the Friends, gave a brief report on the 2016 Gala.

b. Other - No other public comment

4 OLD BUSINESS

a. Policy and Procedures Manual – Monthly Review by Paragraph

Board of Trustee Bylaws, Articles 1 thru 10, pgs. 60-67 will be discussed at the January 2017 Board Meeting.

b. Annual Audit

Barbara Graves submitted the draft audit. The audit will be read and e-mailed for its approval in the next few days.

c. Internal Operations Review

John Krug asked the Board members to contact Bradley Chaplin and set up a time to meet with him with regard to the internal operations review. A report will be submitted at the January 2017 Meeting.

d. 2016 Gala – Review and Comment

Committee members Sherry Tiderington and Jeannie Coulter reported on the Gala. A total of 110 people attended the Gala. A rough estimate of Gala expenses and income was submitted.

Discussion followed by the Board and committee members. The Board thanked the Gala Committee for the great work it did.

A brainstorming session of the Gala Committee will be held in January 2017.

e. Establish Capital Fund (April Meeting)

Establishment of a capital fund will be in the 2017-2018 budget.

5. NEW BUSINESS

a. Preliminary 2017-2018 Budget

John Krug said the preliminary 2017-2018 budget will be discussed at the April meeting.

b. 2017 Meeting Dates

Consensus of the Board to hold Library Board Meetings on the third (3rd) Wednesday of the month at 9:00 a.m. and to approve the 2017 meeting dates. The January Meeting will be held on January 25, 2017 instead of January 18, 2017.

Closing of Library Due To Inclement Weather

Consensus of the Board that Bradley Chaplin will use his judgement as to whether the Library should be closed due to inclement weather.

c. Election of Officers

John Krug said the election of officers for 2017 will be held at the January 2017 meeting.

6. Treasurer’s Report

Barbara Graves submitted the Treasurer’s Report as of December 21, 2016

Assets –

Checking/Savings

Checking -	\$ 1,511.74
Savings	46,327.25
Cert. of Deposit	30,684.02
Petty Cash	150.00

Total Checking/Savings \$ 78,673.01

ET - 21 Checks 13664-13803

Marge Johnson/moved, Sue Gentges/supported, to approve the December 21, 2016 Treasurer’s Report as presented, PASSED.

7. OTHER REPORTS

a. Library Director's Report – Bradley Chaplin Report

Bradley Chaplin submitted the Library Director's Report for December 2016. The Report will be attached to the Minutes. Bradley Chaplin will attend Township and Village meetings when he can.

b. Friends Meeting - No Friends Meeting in December 2016.

d. Township Reports

John Krug - Suttons Bay Township

Marge Johnson – Bingham Township

Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

None.

9. Adjournment

The meeting was adjourned at 4:22 pm

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, January 25, 2017, at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.