

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES - FEBRUARY 15, 2017**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, February 15, 2017, at 9:00 am at the Library.

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

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

Absent and excused: Clix Heerema

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan

**1 AGENDA APPROVAL**

Consensus to approve the agenda as amended, under New Business, add B. Volunteer Appreciation Lunch; C. Book Mark; and D. Board of Trustees Directory.

**2 SECRETARY'S REPORT- January 25, 2017**

*Barbara Graves/moved, Sandy Boone/supported, to approve the January 25, 2017 Minutes as submitted, PASSED.*

**3 PUBLIC COMMENTS**

**a. Friends of the Library Representative**

Jim Shannahan said he does not have a report.

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

**5. OLD BUSINESS**

**a. Establish Capital Fund**

John Krug said establishing a capital fund will be discussed at the April meeting.

**b. Internal Operations Review**

Marge Johnson will work with Bradley Chaplin on landscaping and maintenance.

**c. Policy and Procedures Section Review (pgs. 52-59)**

Pages 52-59 of the Policy and Procedures Manual was reviewed. The history section will be reviewed at the next meeting.

**d. 2017 Gala**

The 2017 Gala will be discussed at the March meeting. Jim Shannahan said the Friends make the determination as to whether to have the Gala.

**5. NEW BUSINESS**

**a. Annual Report**

John Krug said the Annual Report will be published in August 2017.

**b. Volunteer Appreciation Luncheon**

Sue Gentges said she is working on the Volunteer Appreciation Luncheon.

**c. Bookmark**

Bradley Chaplin showed a sample of a bookmark he created. Consensus of the Board to have Bradley Chaplin finalize a bookmark for distribution.

**6. Treasurer's Report**

Budget

Discussion of hiring another employee is being put on hold.

Discussion of Library changing to calendar year – Barbara Graves will talk to the Library's Accountant about changing to calendar year.

Barbara Graves submitted the Treasurer's Report as of February 15, 2017.

Assets –

Checking/Savings

Checking -	\$ 11,978.37
Savings - MM	149,272.50.
Cert. of Deposit	30,752.68
Petty Cash	150.00

Total Checking/Savings \$ 192,153.55

ET - 8 Checks 13828-13861

***Sue Gentges/moved, Sandy Boone/supported, to approve the February 15, 2017 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 February 2017. The Report will be attached to the Minutes.

Dedicated Fax Line

Bradley Chaplin will check to see whether telephone bill would change if the fax line is dropped.

**b. Friends Meeting**

Jim Shannahan reported the Friends Meeting will be held next week.

**c. Township Reports**

John Krug - Suttons Bay Township

Marge Johnson -- Bingham Township

Sue Gentges & Sandy Boone - Village of Suttons Bay

**8. Landscaping and Maintenance**

No report.

**9. Adjournment**

The meeting was adjourned at 10:00 am

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, March 15, 2017, at 9 a.m..  
Quorum required. Notify J Krug (271-5719) if unable to attend.