

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES – JANUARY 25, 2017**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, January 25, 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

**1 AGENDA APPROVAL**

Consensus to approve the amended agenda, adding under New Business, B. Library Closing, PASSED.

**2 SECRETARY’S REPORT- December 21, 2016**

*Clix Heerema/moved, Barbara Graves/supported, to approve the December 21, 2016 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. NEW BUSINESS**

**a. Election of Officers**

John Krug opened the floor to nominations for Library Officers for 2017. The current President, Vice-President, Secretary and Treasurer agreed to remain in their capacities as Library Officers

*Barbara Graves/moved, Sue Gentges/supported, to elect the following officers for the Year 2017: President, John Krug; Vice-President, Clix Heerema; Secretary-Marge Johnson; and Treasurer, Barbara Graves, PASSED.*

**4 OLD BUSINESS**

**a. Annual Audit**

Notification that the Annual Audit has been received by the Library Board.

**b. Establish Capital Fund**

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

**c. Internal Operations Review**

Sandy Boone reported on collections. John Krug met with Bradley Chaplin and discussed Affiliations. Bradley Chaplin is getting a handle on weeding out books and is collecting information to present to the Board.

**d. Policy and Procedures Section Review (BOT Bylaws pgs. 60-67)**

Pages 60 – 67 of the Policy and Procedures were reviewed. Pages 52-59 of the Personnel Policy will be reviewed at the March meeting.

**e. 2016 Gala – Final Results/Recommendations**

Bradley Chaplin said he will meet with the Gala Committee in March of 2017. 2017 is Gala #5.

**5. NEW BUSINESS**

**b. Library Closing**

Discussion held on library closing. Some library patrons are concerned that the Library is closed when schools are closed. Bradley Chaplin recommends that patrons call the Library to see if it is open. He said he will make the decision as to whether the Library should be closed due to inclement weather.

**6. Treasurer’s Report**

Barbara Graves submitted the Treasurer’s Report as of January 23, 2017. Barbara Graves said the Library is now receiving .5 mills from Suttons Bay and Bingham Townships.

Assets –

Checking/Savings

Checking -	\$ 1,500.73
Savings - MM	132,137.44
Cert. of Deposit	30,752.68
Petty Cash	150.00

Total Checking/Savings \$164,540.85

ET - 8 Checks 13814-13851

***Sue Gentges/moved, Sandy Boone/supported, to approve the January 23, 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 January 2017. The Report will be attached to the Minutes.

Color Copier

Bradley Chaplin recommends that a color copier be purchased: Vendor – Northern Office Equipment. Konica-Minolta Copier - \$3,995.00.

***Barbara Graves/moved, Sue Gentges/supported, to purchase a Konica-Minolta Copier from Northern Office Equipment for \$3,995.00. PASSED.***

Bradley Chaplin said he will look into selling the old copier.

Consideration to hire full time staff member

Bradley Chaplin recommends that the Library Board consider hiring a full time staff member to focus on kids (Head of Youth Services) by June 1, 2017.

Mid-Michigan Library League

Bradley Chaplin asked the Board to allow him to pursue efforts to leave the Mid-Michigan Library League Cooperative and to join the Northland Library Cooperative. There would be no change in funding, and the Library will be offered more services.

**Unanimous vote of the Board to allow Bradley Chaplin to pursue the leaving the Mid-Michigan Library League Cooperative and to join the Northland Library Cooperative.**

**b. Friends Meeting**

Jim Shannahan reported the Friends Meeting will be held tonight. New bookcases have been provided by the Friends, also carts for storing tables and chairs have been repaired.

**c. Township Reports**

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

**8. Landscaping and Maintenance**

Bradley Chaplin is maintaining the sidewalk in front of the Library.

**9. Adjournment**

The meeting was adjourned at 11:15 am

Respectfully submitted,  
Marge Johnson, Secretary

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



