

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES – JULY 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, July 19, 2017, at 9:00 am at the Library.

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

Present: John Krug, Clix Heerema, Barbara Graves, Margie Johnson, Sandy Boone,

Absent and excused: Sue Gentges

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan

**1 AGENDA APPROVAL**

No changes to the Agenda.

**2 SECRETARY'S REPORT- Regular Meeting Minutes- June 21, 2017**

*Barbara Graves/moved, Sandy Boone/supported, to approve the June 21, 2017 Minutes, PASSED.*

**3 PUBLIC COMMENTS**

**a. Friends of Library Representative**

Jim Shannahan said the Friends had a book sale last Saturday with just under \$300.00 in sales.

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

**4. OLD BUSINESS**

**a. Migration to TADL IT Support**

Bradley Chaplin reported the telephones are in the process of being changed. TADL IT will deliver the new computers to the Library on July 24<sup>th</sup> which have all programs and a filter on them. TADL IT will take the old computers from the Library and wipe them clean. The old computers will be disposed of according to the direction given by the Board.

Disposing of old computers - Consensus of the Board to save the old library computers for the GALA silent auction.

**b. Selection of Audit Firm**

Discussion was held of whether the Library should bid out for the audit. Barbara Graves agreed to contact Lynn at Tobin & Co. and ask her for a bid for the audit.

**c. Search for Assistant to Library Director.**

Bradley Chaplin said Jane Suppes accepted the offer to be the Assistant to the Library Director.

*Margie Johnson/moved, Barbara Graves/supported, that on recommendation of Bradley Chaplin, Library Director, the Board approves hiring Jane Suppes as Assistant Library Director at a rate of \$16.00 an hour, working roughly 30 hours a week, PASSED.*

**d. 2017 Annual Report 2017**

John Krug said the 2017 Annual Report will be published in August 2017. It is suggested that the Report contain a book mark indicating when the Library is open and closed. The draft of the Annual Report will be submitted for review at the August 16<sup>th</sup> Library Meeting. Upon approval, the Annual Report will be published on the library's web site and 250 copies will be printed.

**e. 2017 Gala**

Bradley Chaplin said he met with the GALA Committee to discuss the direction the GALA is going. Another committee meeting will be held on August 23<sup>rd</sup>. In September businesses will be contacted for solicitations. Bradley Chaplin said last year marketing of the GALA event was done by Elizabeth Adams. Bradley Chaplin said he would be happy to take over the marketing portion of the GALA this year which will save the Friends money.

**f. Monthly Policy Review**

John Krug said the monthly policy review will be tabled to the next meeting.

**5. NEW BUSINESS**

**a. Where are we going wrong?**

Bradley Chaplin said he thinks the Library is working fine. Bradley Chaplin said if he sees something that is going wrong, he would like to discuss it with the Board.

John Krug said the Library Board should be supportive of library activities such as evening programs.

**b. Future Improvements - (Capital and Operating)**

Jim Shannahan said maintenance of the library building has become an issue, the paint on the building is failing in several places.

Margie Johnson asked Bradley Chaplin to write a letter to the Board outlining capital and operating issues.

John Krug suggests a public campaign to encourage wider library use in our service area as a way of helping to assure passage of our millage renewal in four years.

Bradley Chaplin discussed ways to count the people coming into the Library, noting the counting is not accurate. Bradley Chaplin said looking at statistics, the number of books being taken out

is at last year's pace. Computer usage will be monitored once the TADL program is up and running.

Jim Shannahan questions whether the Village would be amenable to having a Library sign on the road.

Sandy Boone asked if it would be possible to have library programs at the Bingham Township Hall. Bradley Chaplin said he will look at adding specific programs to be held at the Bingham Township Hall.

**c. Fire Inspection of Library Building**

John Krug said he will ask Chief Jim Porter, Chief of the Suttons Bay-Bingham Fire Department, what is the protocol for inspecting the Library building, is the inspection to be held on an annual basis.

**6. Treasurer's Report**

Barbara Graves submitted the Treasurer's Report for June 2017 for approval.

Checking/Savings	
Checking -	\$ 12,610.37
Savings - MM	217,067.49
Cert. of Deposit	- 0 -
Petty Cash	150.00
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Total Checking/Savings	\$ 229,822.86
Checks - 13970-14017 totaled	\$8,100.00. ETF's - 7 (payroll and taxes)

Barbara Graves said the new budget and rate of pay has been implemented.

*John Krug/moved, Clix Heerema/supported, to approve the Treasurer's Report for June 2017 as drafted, PASSED.*

**7. OTHER REPORTS**

**a. Library Director's Report**

Bradley Chaplin submitted his Library Director's Report for July, 2017. The Library Director's Report will be part of the Minutes.

Bradley Chaplin asked the Board - 1) if he could conduct programs outside of the Library, and 2) would the Board approve of the Sheriff's Department providing non-medical emergency preparation information to the library staff.

**b. Friends Meeting**

Jim Shannah reported on the status of the Friends Book Sale which will be held August 5 and 6, 2017.

Clix Heerema said he finds the Friends Board to be an enthusiastic group

**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 said he has contacted Carlson Tree Service who will be out soon to trim the trees that are next to the Library building.

**9. Adjournment**

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, August 16, 2017 at 9 a.m..  
Quorum required. Notify J Krug (271-5719) if unable to attend.