

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES – JUNE 21, 2017**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, June 21, 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,  
Sue Gentges

Absent and excused: None

Staff Present: Bradley Chaplin

Also Present: Jeannie Coulter, Jim Shannahan

**1 AGENDA APPROVAL**

No changes to the Agenda.

**2 SECRETARY'S REPORT- Special and Regular Meeting Minutes May 17, 2017**  
*Barbara Graves/moved, Sue Gentges/supported, to approve the Special and Regular Meeting Minutes of May 17, 2017, PASSED.*

**3 PUBLIC COMMENTS**

**a. Friends of Library Representative**

Jim Shannahan said the Village has installed a fence between the Village property and the Library.

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

**4. OLD BUSINESS**

**a. Migration to TADL IT Support**

Bradley Chaplin said after an electrical storm that blew out a router, someone from TADL replaced/upgraded our system to get us through the summer. In September 2017 TADL IT will start migration of the catalogue. A TADL person will be at the Library to assist until all employees are comfortable with the IT system.

**b. Policy and Procedures Review**

A new page 51 for the Policy and Procedures Manual was adopted. Krug read the e-mail from bookkeeper Marilyn Riggs suggesting to avoid possible penalties, outlays for former health insurance payments should be included in the annual salary calculation..

***Margie Johnson/moved, Barbara Graves/supported, to approve changing page 51 of the Policy and Procedures Manual, PASSED.***

**c. 2017 Annual Report**

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

**d. 2017 Gala**

Jeannie Coulter said the committee will setting the agenda and deadlines. Marti Johnson (Margie Johnson's daughter) has offered to work with the committee on obtaining items for the silent auction. Bradley Chaplin said he would like to create Gala posters for the summer time. John Krug suggested that the Annual Report for 2017 include some information about the upcoming Gala.

**e. Senior Expo**

Discussion was held regarding the Senior Expo which was held at the high school on June 20<sup>th</sup>. Bradley Chaplin will work on a new SBBDL logo identification poster – 16x20 inches overall— for display (on brick wall behind the exhibit table) at next year's Expo.

**f. Pending Items – Master Gardener Project**

Bradley Chaplin said the master gardener project will be combined with the Friends landscaping project.

**5. NEW BUSINESS**

**a. Library Director Annual Contract Signing**

The Library Director's annual contract (July 1, 2017 – June 30, 2018) was submitted, approved and signed by Chapin and Krug. The Secretary will keep the Library copy.

***Margie Johnson/moved, Sandy Boone/supported, to approve the Library Director Annual Contract between Bradley Chaplin and the Library from July 1<sup>st</sup>, 2017, ending on June 30, 2018, PASSED.***

**b. Finalize Present Year's Budget**

**1. Transfer Funds from one cost area to another, if necessary.**

Barbara Graves said several categories were over spent in the 2016-2017 budget.

**Suttons Bay Bingham Library  
Year End Budget Modifications  
7/1/2016-6/30-2017**

<b>Income</b>	<b>YTD Actual</b>	<b>16-17 Budget</b>	<b>Revised Budget</b>	<b>Change</b>
Bingham Township	\$ 96,494.73	\$ 57,703.00	\$ 96,494.73	\$ 38,791.73
Suttons Bay Township	147,421.30	66,459.81	147,421.30	\$ 80,961.49
<b>Total Income Revision</b>				<b>\$ 119,753.22</b>

**Expenses**

Staff and Payroll	\$ 86,779.41	\$ 85,550.24	\$ 87,000.00	\$ 1,449.76
Repair & Mainten.	\$ 5,018.22	\$ 3,000.00	\$ 5,200.00	\$ 2,020.00
Landscaping	\$ 2,308.59	\$ 1,800.00	\$ 2,400.00	\$ 600.00
Office Supplies	\$ 2,553.81	\$ 1,000.00	\$ 2,600.00	\$ 1,600.00
Legal & Professional	\$ 8,148.50	\$ 7,000.00	\$ 8,200.00	\$ 1,200.00
Other Community Relations	\$ 4,278.00	\$ 3,500.00	\$ 4,500.00	\$ 1,000.00
Dues	\$ 3,982.02	\$ 2,450.00	\$ 4,000.00	\$ 1,550.00
Misc./Admin.	\$ 645.60	\$ 230.00	\$ 700.00	\$ 470.00
<b>Total Expense Revision</b>				<b>\$ 9,889.76</b>

*Margie Johnson/moved, Barbara Graves/supported, to modify the 2016-2017 year budget to cover expenses we had over budget that were more than we had in the original budget.*

*Roll call vote: Yes: All No: None. Motion passed.*

**2. Motion to authorize expenditure of 2017-2018 approved budget.**

*Margie Johnson/moved, Barbara Graves/supported, to authorize the expenditure of the 2017-2017 approved budget. Roll call vote: Yes: All No: None. Motion passed.*

**c. Selection of Audit Firm**

Selection of audit firm postponed to the July 2017 meeting.

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

Bradley Chaplin said his search for an assistant has yielded the Library 20 applications from as far away as New York, Pennsylvania and Indiana. He has narrowed the field down to 5 and will look to interview 3 sometime next week.

**6. Treasurer's Report**

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

Checking/Savings	
Checking -	\$ 12,610.37
Savings - MM	217,067.49
Cert. of Deposit	- 0 -
Petty Cash	150.00

Total Checking/Savings	\$ 229,827.86
Checks - 13954-13991	ETF's - 8 (payroll and taxes)

*Margie Johnson/moved, Sue Gentges/suppor ted, to approve the Treasurer's Report as of June 19, 2017 as drafted, PASSED>*

**7. OTHER REPORTS**

**a. Library Director's Report – Bradley Chaplin Report**

Bradley Chaplin submitted his Library Director's Report for June, 2017. The Report will be part of the Minutes. Bradley Chaplin said it has been a pleasure to work with staff and volunteers, they have done an outstanding job. Evaluations will be done in March 2018.

**b. Friends Meeting**

Jim Shannahan said Bob Bahle has donated books based on film and cinerma. Last weekend was the annual spring cleaning at the Library.

**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 looking into limb trimming. Landscaping is okay.

**9. Adjournment**

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, July 19, 2017 at 9 a.m..  
Quorum required. Notify J Krug (271-5719) if unable to attend.