

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES - MARCH 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, March 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

Absent and excused: Clix Heerema, Barbara Graves

Staff Present: Bradley Chaplin

1 AGENDA APPROVAL

Consensus to approve the agenda as amended, adding under New Business, B) Scott Morey, TADL IT, C) Maturing CD's, D) Library Millage, and E) Website, with New Business b. Scott Morey, TADL II being first on the agenda.

5 NEW BUSINESS

b. Scott Morey, TADL II

Scott Morey, from TADL II, said that TADL is willing to provide IT service to the Suttons Bay Library on a contract basis. Mr. Morey summarized the service that would be provided and answered questions from the Board.

Bradley Chaplin said at this time the Library has IT service thru Nugen at a cost of \$13,000 a year. If the Library contracted with TADL II, it would replace Nugen IT and give the Library more access and power. The TADL IT contract would have a start up cost of \$18,000, and a yearly cost of service of \$12,000. The yearly cost for service could increase every year. A 3 to 5 year contract is recommended.

Consensus of the Board to proceed with the TADL IT Plan. John Krug said a vote for the plan would take place at the April meeting when all Board members are present.

2 SECRETARY'S REPORT- February 15, 2017

Sandy Boone/moved, Sue Gentges/supported, to approve the February 15, 2017 Minutes as submitted, PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library Representative

Jim Shannahan was absent from the meeting.

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

Internal operations review is ongoing.

c. Policy and Procedures Section Review

Sue Gentges submitted the history section of Policy and Procedures section for review.

A committee (Sue Gentges, John Krug and Bradley Chaplin) will review and update the Policy and Procedures Manual.

d. 2017 Gala

The 2017 Gala will be discussed at a future meeting.

e. Annual Report

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

5. NEW BUSINESS

a. Volunteer Appreciation

Sue Gentges recommends that a breakfast be held at the VI Grill on Tuesday, May 16, 2017 at 9 a.m. to recognize Library volunteers.

Consensus of the Board to hold a Volunteer Appreciation Breakfast at the VI Grill on Tuesday, May 16, 2017 at 9 a.m.

b. Scott Morey, TADL IT (see page 1 of the Minutes)

c. Maturing of Certificates of Deposit

John Krug said the two Certificates of Deposit the Library has have matured. Krug said further discussion regarding the proceeds will occur at the April meeting.

d. Library Millage

A legal opinion, written by Attorney Dick Figura, Suttons Bay Township's Attorney regarding library millage was given to the Library Board for its information.

e. Website

Marge Johnson recommends that only sections of the Policy and Procedures Manual that pertain to library patrons be put on the website. Consensus to consider the recommendation after the Policy and Procedures Manual has been finalized.

6. Treasurer's Report

The Treasurer's Report for March 2017 was submitted for approval.

Assets –

Checking/Savings

Checking -	\$ 1,708.00
Savings - MM	. 210,766.47
Cert. of Deposit	30,752.68
Petty Cash	150.00

Total Checking/Savings \$ 243,377.15

Sandy Boone/moved, Sue Gentges/supported, to approve the March 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 March 2017. The Report will be attached to the Minutes. Bradley Chaplin said will be attending the Suttons Bay Chamber of Commerce Meetings on the second Tuesday of the month. The next meeting is April 4, 2017 at 8:30 a.m.

b. Friends Meeting

Bradley Chaplin reported on the Friends Meeting he attended. The Friends are willing to have the Gala in December 2017. There was discussion of moving the book sale to a different area on the library site.

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 Barbara Platts is working on her Masters in Gardening and would like to do her project at the Library.

9. Adjournment

The meeting was adjourned at 10:34 am

Respectfully submitted,
Marge Johnson, Secretary

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