

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – MAY 17, 2017**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, May 17, 2017, at 9:30 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: Jeannie Coulter, Sherry Tidderington

1 AGENDA APPROVAL

No changes to the Agenda.

2 SECRETARY'S REPORT- April 19, 2017

Sue Gentges/moved, Barbara Graves/supported, to approve the April 19, 2017 Minutes as submitted, PASSED.

3 PUBLIC COMMENTS

No public comment.

4. OLD BUSINESS

a. Migration to TADL IT Support

Bradley Chaplin said the Agreement with TADL is for five (5) years. Bradley Chaplin explained how much it will take to complete the TADL IT.

b. Policy and Procedures Review

Policy and Procedures was submitted in its final form. *Barbara Graves/moved, Sue Gentges/supported, to approve the Policy and Procedures as updated, PASSED.*

c. 2017 Annual Report

John Krug said he will write a letter to be included in the 2017 Annual Report which will be published in August 2017.

d. Volunteer Salute Review

Sue Gentges said 35 people attended the breakfast at the VI Grill. The Board thanked Sue Gentges and Sandy Boone for their work on the Volunteer Salute. Consensus of the Board that the Volunteer Salute was a success.

e. 2017 GALA

Jeannie Coulter and Sherry Tidderington have been working on the 2017 GALA which will be held on December 9, 2017. The tickets for the GALA are \$25.00 each. Discussion was held regarding sponsorships, starting out with a letter, in house marketing. The focus of the GALA will be landscaping the back yard. Suggest bringing in a third person to be on the committee. Discussion will be held for planning if foul weather occurs on the night of the GALA.

f. Friends Mid Year Book Sale (Review)

Bradley Chaplin said the Friends Mid Year Book Sale yielded \$450.00. Another book sale will be held on Saturday, May 27, 2017 from 10 am – 1:45 pm.

g. Master Gardner Project Status

Bradley Chaplin said Barbara Platts who is interested in a master gardner project at the Library will be going to a Friends Meeting to talk about landscaping.

h. Pending Future Items – Establish Capital Fund, Investment Options, Additional Open Hours (employment options), Possible Change To Calendar Year Budget.

Barbara Graves said she spoke with the Library’s auditor who said the Library cannot do a calendar year budget.

5. NEW BUSINESS

a. Finalize 2017-2018 Preliminary Budget

John Krug/moved, Sandy Boone/supported, to approve the 2017-2018 Budget as drafted, in the amount of \$210,542,71, consensus of the Board to put \$5,000.00 in the capital fund for next year’s budget. Excess will be ordinary income, PASSED.

b. Senior Expo – June 20, 2017

John Krug said the Senior Expo will be held on June 20, 2017 at the Suttons Bay High School.

6. Treasurer’s Report

Barbara Graves submitted the Treasurer’s Report for April 18 thru May 17, 2017 for approval.

Consensus of the Board to allow the Treasurer to leave the CD’s in the money market funds.

Assets –

Checking/Savings

Checking -	\$ 1,502.57
Savings - MM	240,377.78
Cert. of Deposit	- 0 -
Petty Cash	150.00

Total Checking/Savings \$ 242,030.35

Checks - 13927-133953 ETF’s - 7 (payroll and taxes)

Marge Johnson/moved, Sue Gentges/supported, to approve the May 17, 2017 Treasurer's Report as presented, PASSED.

7. OTHER REPORTS

a. Library Director's Report – Bradley Chaplin Report

Bradley Chaplin submitted his Library Director's Report for May, 2017. The Report will be part of the Minutes. Bradley Chaplin said he wants to discuss in the future darkness-fictionary section of the Library.

b. Friends Meeting

No discussion.

c. Township Reports

John Krug - Suttons Bay Township

Marge Johnson – Bingham Township

Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

This item is covered under the Library Director's Report.

9. Adjournment

The meeting was adjourned at 10.55 am

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, June 21, 2017 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.