

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – NOVEMBER 22, 2017**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, November 22, 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: Jim Shannahan, Jeannie Coulter, Barbara Platts

1 AGENDA APPROVAL

Consensus to approve the Agenda, beginning with Item 7D. Landscaping and Maintenance.

2 SECRETARY'S REPORT- Regular Meeting Minutes- October 18, 2017

Clix Heerema/moved, Sandy Boone/supported, to approve the October 18, 2017 Minutes as presented, PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library

Jim Shannahan reported the Friends Meeting is now on the fourth (4th) Tuesday of the month at 5:00 pm. Friends are seeing a decline in book sales. Friends are still have the monthly book sale and are asking for donations instead of paying for the price of the book.

7. OTHER REPORTS

D. Landscaping and Maintenance - Children's Garden Project

Bradley Chaplin reviewed the Children's Garden, a 3 year project. The Friends of the Library is planning to have a Children's Garden on the back of the library property. The proceeds from the GALA would be used for this project. Barb Platts, who is working on her master gardener's designation, would supervise the project. The first phase of the project would be to remove existing shrubbery, design a plan to focus on low maintenance plants, incorporate benches and have a butterfly garden. The Village of Suttons Bay will draft an Agreement to allow the Library to have a children's garden in the back of the library property. John Krug expressed concern that emphasis be given long term maintenance of the garden, preferably volunteer, to include budgeted professional help, if necessary.

Barbara Graves/moved, John Krug/supported, that the Suttons Bay-Bingham District Library Board endorses and approves the Children's Garden Project, a Friends project, naming Barbara Platts as supervisor of the project, and that the Friends of the Library are the financially responsible party for the project, PASSED.

4. OLD BUSINESS

a. Migration to TADL IT Support

Bradley Chaplin reported on the migration to TADL IT Support. For the most part TADL IT support will not be discussed again.

b. 2017 GALA –

Jeannie Coulter said the 2017 Gala will be held on December 9th, 2017 from 6 pm to 8:30 pm. The liquor license and bond have been obtained. Thank you cards are being sent out to monetary sponsors. On Friday, December 8th from 4-6 pm the furniture in the library will be removed. On Sunday, December 10, at 12 noon will be the take down of the GALA.

c. Monthly Policy Review (pgs. 14-24)

The monthly policy review was held, the review of pages 14-24. At the December meeting pages 25-43 will be reviewed. Policy Review Committee appointed – Barbara Graves, Bradley Chaplin and John Krug.

5. NEW BUSINESS

a. Christmas Decorations

Bradley Chaplin said the Library will be decorated for Christmas on Friday, December 2.

6. Treasurer’s Report

Barbara Graves submitted the Treasurer’s Report as of November 20, 2017 for approval.

Checking/Savings	
Checking -	\$ 12,610.37
Savings - MM	217,062.49
Cert. of Deposit	- 0 -
Petty Cash	150.00

Total Checking/Savings \$ 229,822.86

Checks -14093-14104 ETF’s - 8 (payroll and direct deposits)

Sue Gentges/moved, Clix Heerema/supported, to approve the November 2017 Treasurer’s Report as drafted, PASSED.

7. OTHER REPORTS

a. Library Director’s Report

Bradley Chaplin submitted his Library Director’s Report for November 2017. Bradley Chaplin said the Library has an extra \$2,900.00 to spend as part of a Library Enhancement Grant through our new Northland Library Cooperative. This is money that can be spent on most anything. The Library Director’s Report will be part of the Minutes.

b. Friends Meeting – (see under Public Comment)

c. Township Reports

John Krug - Suttons Bay Township

Marge Johnson – Bingham Township

Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

(See under first item of business)

9. Adjournment

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

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, Decembr 20, 2017 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.

