

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES - JANUARY 24, 2018**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, January 24, 2018 at 9:00 am at the Library.

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

Present: John Krug, Barbara Graves, Margie Johnson, Sandy Boone, Sue Gentges

Absent and excused: Vacancy - Clix Heerema has resigned

Also Present: Jim Shannahan, Jeannie Coulter, Kara Gregory

Kara Gregory was introduced as a prospective Board member.

**1 AGENDA APPROVAL**

Consensus to approve the Agenda as amended, adding under New Business B. Bradley Chaplin, Library Director's SEP.

**2 SECRETARY'S REPORT- Regular Meeting Minutes – December 20, 2017**

Consensus to approve the December 20, 2017 Minutes as drafted.

**3 PUBLIC COMMENTS**

**a. Friends of the Library**

Jim Shannahan said the Friends Meeting will be held next Tuesday, January 30, 2018.

**b. Other Public**

None.

**4. OLD BUSINESS**

**a. Monthly Policy Review – pages 45-49**

The monthly policy review was held of pages 45-49 and comments were made by the Board. Consensus of the Board to change under Finance Policies, "Section 2, Spending Limits, The Board's approval of the budget authorizes Library expenditures within the budget with the exception of capital outlay purchases over \$750.00 require the approval of the Board.". At the February Meeting, policy review of pages 53-53.

**b. Children's Garden**

Bradley Chaplin said Barbara Platts has been working on the Children's Garden. The Garden Club wants to be involved with the children's garden. As of now, the Children's Garden has been put on hold.

**c. Furnace/AC Condition/Replacement**

Bradley Chaplin said the \$2,900.00 grant received from the Co-Op will be used toward the purchase a furnace/ac condition. Bradley Chaplin said he has applied to Cherryland Electric for a grant to use toward the furnace. Mr. Carman has submitted a quote of \$12,310.00 for the furnace ac/condition project. The Board asked Bradley Chaplin to obtain two (2) more bids for the furnace/ac condition/replacement.

**d. 2017 GALA Final Results**

Jeannie Coulter reported on the results of the 2017 GALA. Jeannie Coulter said 135 people attended the December 9<sup>th</sup> GALA.

Income -	\$11,678.00
Auction	4,130.00
Total	<hr/> \$16,808.00
Expenditures	\$ 4,835.14
Rough estimate total income	\$ 11,973.86

Jeannie Coulter said she will be asking the Friends to approve holding the 2018 GALA.

The Board thanked Jeannie Coulter for the work she did on the GALA.

**5. NEW BUSINESS**

**a. Election of Officers**

*John Krug/moved, Barbara Graves/supported, that the Library Board ask Kara Gregory to join the Library Board, PASSED.*

*John Krug/moved, Barbara Graves/supported, to approve the Officers of the Library Board for 2018: John Krug, President; Sue Gentges, Vice-President (to replace Clix Heerema who resigned); Marge Johnson, Secretary; Barbara Graves, Treasurer; and Sandy Boone, Trustee, PASSED.*

**b. Library Director – Simplified Employee Pension (SEP)**

*Barbara Graves/moved, Sue Gentges/supported, to pay Bradley Chaplin, Library Director, SEP quarterly (1/4) and pay him retroactively to the time of hire, PASSED.*

**6. TREASURER’S REPORT**

Barbara Graves submitted the Treasurer’s Report as of December 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 – 14125-14155 ETF’s - 15 (payroll and direct deposits)

*Marge Johnson/moved, Sue Gentges/supported, to approve the Treasurer’s Report, PASSED.*

**7. OTHER REPORTS**

**a. Library Director’s Report – January 2018**

Bradley Chaplin submitted his Library Director’s Report for January 2018. The Library Director’s Report will be part of the Minutes.

**b. Library Meeting Date Change – March 2018**

Consensus of the Board to change the March 21<sup>st</sup> Meeting Date to March 28, 2018.

**c. Township Reports**

- John Krug - Suttons Bay Township
- Marge Johnson – Bingham Township
- Sue Gentges & Sandy Boone - Village of Suttons Bay

**8. Landscaping and Maintenance**

No report.

**9. Adjournment**

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

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, February 21, 2018 at 9 a.m..  
Quorum required. Notify J Krug (271-5719) if unable to attend.



