

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES - FEBRUARY 21, 2018**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, February 21, 2018 at 9:07 am at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

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

Absent and excused: None

Staff Present: Bradley Chaplin

1 AGENDA APPROVAL

Consensus to approve the Agenda as submitted.

2 SECRETARY'S REPORT- Regular Meeting Minutes – January 24, 2018

Consensus to approve the January 24, 2018 Minutes as corrected (grant cannot be used for furnace), PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library

No report.

b. Other Public

None.

4. OLD BUSINESS

a. Amend GALA Final Result Numbers

In an e-mail from Jeannie Coulter, the GALA Report was amended as follows:

GALA Income - \$11,678.00

-5,408.64 - expenses

\$ 6,269.36 - estimated profit

b. Monthly Policy Review – pages 51-53

The monthly policy review was held of pages 51-53 and comments were made by the Board. Review of pages 54-56 will take place at the March Meeting.

c. Furnace/AC Replacement

Bradley Chaplin said three (3) bids were received for furnace/AC replacement:

- 1 – Michigan Mechanical North - \$15,786.27
- 2 - Team Bob’s Plumbing and Heating - \$16,202.00
- 3 – Brian Carman - \$12,310.19

The Board reviewed the bids received for furnace/AC replacement.

John Krug/moved, Barbara Graves/supported, to accept the bid from Brian Carman for \$12,310.19 for the furnace/AC replacement, including the haul away of the old furnace, PASSED.

5. NEW BUSINESS

a. Errors and Omissions Insurance Review

John Krug said Chris Branson from Bonek Insurance will be at the March meeting to discuss errors and omissions insurance.

b. Annual Volunteer Recognition Breakfast

A subcommittee for the annual volunteer recognition breakfast was appointed - Sue Gentges, Sandy Boone, and Kara Gregory. John Krug will recognize Clix Heerema at the breakfast for his years of service on the Library Board.

c. SBBDL Checks, Third Signer

John Krug said Sue Gentges, Vice President, will be the third signer on checks.

6. TREASURER’S REPORT

Barbara Graves submitted the Treasurer’s Report as of February 16, 2018 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 – 14156014181 ETF’s - 6 (payroll and direct deposits)

John Krug/moved, Sue Gentges/supported, to approve the Treasurer’s Report, PASSED.

7. OTHER REPORTS

a. Library Director’s Report – February 2018

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

c. Township Reports

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

d. Friends of the Library Meeting

The Friends of the Library Meeting will be held on February 27, 2018 at 5 pm.

8. Landscaping and Maintenance

No report.

9. Adjournment

The meeting was adjourned at 10:01 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, March 28, 2018 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.

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