

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES - MARCH 28, 2018**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, March 28, 2018, at 9:00 am at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

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

Absent and excused: Barbara Graves

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan, Friends President

Chris Branson, Bonek Insurance Agency

1 AGENDA APPROVAL

Consensus to approve the Agenda as amended, adding under Old Business – D. Audit, and under New Business C. Allowing Alcohol At The Library.

2 SECRETARY’S REPORT- Regular Meeting Minutes – February 21, 2018

Sandy Boone/moved, Sue Gentges/supported, to approve the February 21, 2018 Minutes as drafted, PASSED.

3 PUBLIC COMMENTS

a. Insurance Review – Chris Branson, Bonek Agency, Inc.

Chris Branson, owner of Bonek Agency, Inc., gave a formal review of the insurance coverage the Library has. Mr. Branson answered questions from the Board about the insurance. The Board thanked Mr. Branson for his formal review.

b. Friends of the Library

Jim Shannahan, Friends President, said the Suttons Bay Garden Club is interested in working with the Friends to place a plaque on a stone on the front of the building. Bradley Chaplin said he submitted a request to the Friends for funding for the summer reading program.

4. OLD BUSINESS

a. Monthly Policy Review – Pgs 54-56

Policy review held of pages 54-56. Overall policy now complete and will be resubmitted to the Board for further review and updating in two years.

b. Furnace/AC Replacement

Bradley Chaplin said Brian Carman will install the new furnace during the first week of April. The Library will be closed on the day the furnace is installed. Bradley Chaplin said Cherryland did not award a grant to the Library for the furnace.

c. Annual Volunteer Recognition

Sandy Boone, Kara Gregory and Sue Gentges are working on the Annual Volunteer Recognition which will be held in May 2018.

d. Audit

John Krug said Tobin & Co. has completed the Library Audit. The Audit will be distributed to Suttons Bay and Bingham Townships.

5. NEW BUSINESS

a. Proposed 2018-2019 Budget

The subcommittee to work on the proposed 2018-2019 Budget will be John Krug, Barbara Graves, Sandy Boone, and Bradley Chaplin.

b. Staff Evaluations

The subcommittee to work on evaluating Bradley Chaplin will be Sue Gentges, Sandy Boone and Kara Gregory.

c. Allowing Alcohol At The Library

A Memo was reviewed from Bradley Chaplin regarding alcohol policy for libraries. Our local Rotary group wants to use the Library after hours for a wine tasting event sponsored by the Rotary and local winemakers. Bradley Chaplin has looked at other policies and notes that alcohol is banned for library events and/or non-library events during operating hours. Would the same apply to a non-library function in the library during off hours? Other memos were reviewed regarding the alcohol policy. Bradley Chaplin said he would be evaluating the application and determine if it should be approved. A member of the Library Board would have to attend the event. The Library Board discussed the alcohol policy, some Board members were for allowing alcohol and some were not.

Consensus of the Board to table the issue of allowing alcohol at the Library to a future meeting.

6. TREASURER'S REPORT

Consensus of the Board to table the Treasurer's Report to the April 2018 Meeting.

7. OTHER REPORTS

a. Library Director's Report – February 2018

Bradley Chaplin submitted his Library Director's Report for March 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

Jim Shannahan said the Friends are talking about developing newsletter.

8. Landscaping and Maintenance

No report.

Note: John Krug said every Monday at 10 a.m. the Library will serve coffee and donuts. He encourages everyone to come to the Library.

9. Adjournment

The meeting was adjourned at 10:47 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, April 18, 2018 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.

3

3

