**SUTTONS BAY-BINGHAM DISTRICT LIBRARY**

 **BOARD OF TRUSTEES**

 **MEETING MINUTES - JUNE 20, 2018**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular

meeting to order on Wednesday, June 20, 2018, at 9:00 a.m. at the Library.

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

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

Absent and excused: Kara Gregory

Staff Present: Bradley Chaplin

**1 AGENDA APPROVAL**

Consensus to approve the Agenda as submitted.

**2 SECRETARY’S REPORT- Regular Meeting Minutes – May 16, 2018**

***Sue Gentges/moved, John Krug/supported, to approve the May 16, 2018 Minutes as***

***drafted, PASSED.***

**3 PUBLIC COMMENTS**

**a. Friends of the Library Representative -** No report.

**b.** **Other Public -** None

**4. OLD BUSINESS**

**a. Adjust Final 2018-2019 budget if necessary, adopt and authorize expenditures-**

Insurance

 Barbara Graves asked for a motion to pay two (2) insurance premiums to get caught up

 with insurance premiums.

 ***Sue Gentges/moved, John Krug/supported, to increase the 2017-2018 Budget by $2,637.00***

 ***to pay for two (2) insurance premiums to get caught up, PASSED.***

**b. Staff Evaluations**

Bradley Chaplin said he prepared staff evaluations and presented them to staff. All

 staff members signed and accepted the evaluations.

**c. Policy Addition**

John Krug said the policy addition will be on July 18, 2018 Agenda.

**d. Annual Report**

John Krug said the Library’s Annual Report will be published in August 2018.

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**e. 2018 Lights, Bites, Books Gala** John Krug suggested that the Gala Committee look at options for music at the GALA.

**5. NEW BUSINESS**

**a. Library Director Employment Contract – Annual Contract Signing**

The Library Director’s Employment Contract was submitted for approval.

 ***Marge Johnson/moved, Sue Gentges/supported, to approve the Library Director***

 ***Employment Contract between Bradley Chaplin and the Suttons Bay-Bingham***

 ***District Library for one (1) year July 1, 2018 thru June 30, 2019, PASSED.***

**b. Selection of Audit Firm**

 ***John Krug/moved, Sandy Boone/supported, to hire Tobin & Co. to do the 2017-2018 Audit,***

 ***PASSED.***

**c. Senior Expo Review**

Discussion was held regarding the Senior Expo that was held on June 19th at the high

 school.

 ***Consensus of the Board to participate in the 2019 Senior Expo.***

**6. TREASURER’S REPORT – February 2018**

Barbara Graves submitted the February 2018 Treasurer’s Report.

Checking/Savings

 Chemical Bank Checking $ 1,814.19

 Chemical Bank MM 172,479.12

 Certificate of Deposit –

 Chemical Bank CD 60,375.69

 Bank of N. MI CD 0.00

 Bank of N. MI CD \_\_\_\_ 0.00

 Total Certificate of Deposit $ (60,375.69)

Petty Cash 150.00

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Total Checking/Savings $ 234,819.00

Checks – 14221-14241. EFT’s - 10

***Sue Gentges/moved, Sandy Boone/supported, to approve the February 2018 Treasurer’s***

***Report, PASSED.***

**2**

**Treasurer’s Report - March 2018**

Barbara Graves submitted the March 2018 Treasurer’s Report.

Checking/Savings

 Chemical Bank Checking $ 1.809.20

 Chemical Bank MM 207,452.89

 Chemical Bank CD 60,521.19

 Total Certificates of Deposit (60,521.19)

 Petty Cash 150.00

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Total Checking/Savings $ 269,933.28

Checks - 14191-14209

ET - 8

***Sue Gentges/moved, Sandy Boone/supported, to approve the March 2018 Treasurer’s Report,***

***PASSED.***

**7. OTHER REPORTS**

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

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

**b. Friends Meeting**

Friends Meeting next Tuesday at 5:00 p.m. at the Library.

**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 10:15 a.m.

Respectfully submitted,

Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, July 18, 2018. 9:00 A.M.

 Community Room. Quorum required. Notify J. Krug (271-5719) if unable to attend.

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