

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES – AUGUST 15, 2018**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, August 15, 2018, at 9:00 a.m. at the Library.

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

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

Absent and excused: None

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan

**1 AGENDA APPROVAL**

Consensus to approve the Agenda as amended, adding the May 2018 Treasurer's Report.

**2 SECRETARY'S REPORT- Regular Meeting Minutes – July 18, 2018**

*Kara Gregory/moved, Sandy Boone/supported, to approve the July 18, 2018 Minutes as submitted, PASSED.*

**3 PUBLIC COMMENTS**

**a. Friends of the Library Representative -** Jim Shannahan said \$4,500.00 was raised from the book sale. Sue Gentges and Bradley Chaplin complimented the Friends for the work they did on the book sale. Sandy Boone said the shifts for volunteers working on the book sale should be shorter.

**b. Other Public -** None

**4. OLD BUSINESS**

**a. Policy Addition - Library After-Hours Use**

Kara Gregory submitted a draft policy addition at the July 2018 Meeting. John Krug asked the Board members to read the policy addition and come to a conclusion at the August meeting. A brief discussion was held about the policy addition.

*John Krug/moved, Barbara Graves/supported, that the Policy and Procedures Manual be amended, adding "Library After-Hours Use" with the following corrections, delete "for a fee of ( )", and during the event, at least two (delete "salaried") employees, etc. PASSED.*

**b. Annual Report - 2018**

*Consensus of the Board that the Annual Report for 2018 looks terrific, and request that it be published.*

**c. 2018 Lights, Bites, Books Gala**

Jim Shannahan said some Friends have volunteered to work on the GALA. A list is available of prior donors for the silent auction. Discussion was held about obtaining donations for the upcoming GALA.

**5. NEW BUSINESS**

**a. Book Sale Wrap Up**

See Friends Report under Public Comment.

**6. TREASURER'S REPORT**

**a. Barbara Graves submitted the May 2018 Treasurer's Report.**

Checking/Savings	
Chemical Bank Checking	\$ 1,613.86
Chemical Bank MM	179,124.82
Chemical Bank CD	60,671.99
Petty Cash	150.00
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Total Checking/Savings	\$ 241,560.67

*Kara Gregory/moved, Barbara Graves/supported, to approve the May 2018 Treasurer's Report, PASSED.*

**b. Barbara Graves submitted the July 2018 Treasurer's Report.**

Checking/Savings	
Chemical Bank Checking	\$ 870.49
Chemical Bank MM	155,953.72
Chemical Bank CD	60,748.77
Petty Cash	150.00
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Total Checking/Savings	\$ 217,722.98

Checks 14302-14311. ET - 20

*Sue Gentges/moved, Kara Gregory/supported, to approve the July 2018 Treasurer's Report, PASSED.*

Barbara Graves said the audit is in the process of being started and needs to be completed by the end of the year.

**7. OTHER REPORTS**

**a. Library Director's Report – August 2018**

Bradley Chaplin submitted his Library Director's Report for August 2018. 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**

No report.

**9. Other Business**

Kara Gregory said the Library partnered with Summer Power Days which was a success.

John Krug said when the new village manager arrives, he should be welcomed by the Library.

**9. Adjournment**

The meeting was adjourned at 10:06 a.m.

Respectfully submitted,  
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, September 19, 2018 at 9:00 A.M.  
Community Room. Quorum required. Notify J. Krug (271-5719) if unable to attend.



