

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – SEPTEMBER 19, 2018**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, September 19, 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 under Old Business – Revisit Policy Addition, Library After Hours, and move GALA to first on the agenda under Old Business.

2 SECRETARY’S REPORT- Regular Meeting Minutes – August 15, 2018

Barbara Graves/moved, Sue Gentges/supported, to approve the August 15, 2018 Minutes as drafted, PASSED.

3 PUBLIC COMMENTS

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

b. **Other Public** - None

4. OLD BUSINESS

D. 2018 Lites, Bites and Books GALA

Kelly Slater, Secretary of the Friends, said a committee of 6-7 of the Friends will be working on the GALA.

Bradley Chaplin said he just started on the marketing for the GALA and has received an M-22 sign. The GALA will be held on Saturday, December 8, 2018.

A. Annual Fire Inspection

Bradley Chaplin said the Fire Department inspected the Library. The Library is compliant with the fire code after taking care of everything that the Fire Department had requested.

B. Annual Book Sale

Jim Shannahan said the book sales were down from the prior year. Basically monthly book sales made up the difference in the August book sale.

C. Lakeside Landscaping

Jim Shannahan reported on the status of the lakeside landscaping. The plumbing connection is in and the soil erosion permit has been received. The Suttons Bay Garden Club has agreed to maintain the landscaping.

E. Policy Addition - Library After-Hours Use

Sandy Boone referred to the Library After Hours Use policy addition. She said alcohol should only be allowed in the Library for the GALA. She asked that a roll call vote be taken on the policy addition.

John Krug said to the Board, do we accept the policy as written that had been approved by the Board at its August meeting to allow alcohol after hours.

Roll Call Vote: Yes: Sue Gentges, Kara Gregory, Barbara Graves, Marge Johnson, John Krug
No: Sandy Boone. Motion passed.

5. NEW BUSINESS

A. Reading Area Improvements

John Krug suggested that the Board consider making improvements to the Library's reading area, and that a professional designer be hired to draft a plan for the reading area.

Bradley Chaplin said it is the trend for libraries to create space for patrons. It is time to think about where the Library wants to be in the next 10 years. The biggest concern is keeping the community happy and informed, listening to their needs, making the Library a better place for the community without expanding the building.

Consensus of the Board to consider reading area improvements and think about the future of the Library.

B. Inter-Library Loans – Policy Change

Bradley Chaplin referred to the Policy, page 19, Inter-Library Loans, which states patrons can have three (3) library loans at one time. Bradley Chaplin requests that the first sentence of the Inter-Library Loans be stricken.

Barbara Graves/moved, Sandy Boone/supported, to strike the first sentence of the Inter-Library Loans on page 19 of the Policy, PASSED.

6. TREASURER’S REPORT

a. Barbara Graves submitted the August 2018 Treasurer’s Report.

| | | |
|------------------------|----|-------------------|
| Checking/Savings | | |
| Chemical Bank Checking | \$ | 670.49 |
| Chemical Bank MM | | 156,162.73 |
| Chemical Bank CD | | 60,678.77 |
| Petty Cash | | 150.00 |
| | | |
| Total Checking/Savings | \$ | <u>217,722.98</u> |

EF - 13
Checks 14312-14323

Sue Gentges/moved, Kara Gregory/supported, to approve the Treasurer’s Report, PASSED.

7. OTHER REPORTS

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

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

Discussion was held about the condition of the entrance step at the library entrance. Consensus to have Bradley Chaplin look into taking care of the entrance step at the library.

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

Discussion was held on having the exterior of the building painted.

9. Adjournment

The meeting was adjourned at 10:27 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, October 17, 2018 at 9:00 A.M. Community Room. Quorum required. Notify J. Krug (271-5719) if unable to attend.