

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – OCTOBER 17, 2018**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, October 17, 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, Kelly Slater

1 AGENDA APPROVAL

Consensus to approve the Agenda as submitted.

2 SECRETARY'S REPORT- Regular Meeting Minutes – September 19, 2018

John Krug/moved, Kara Gregory/supported, to approve the September 19, 2018 Minutes, PASSED.

3 PUBLIC COMMENTS

a. Friends of the Library Representative - No report.

b. Other Public - None

4. OLD BUSINESS

A. Lakeside Landscaping

John Krug said the lakeside landscaping has been completed. The Board thanked the Friends for the lakeside landscaping.

B. 2018 Lites, Bites and Books GALA

Kelly Slater, Secretary of the Friends, said the GALA will be held on December 8, 2018 at the Library. The Friends committee is moving forward with the GALA and is looking for people to donate items for the GALA. The fundraiser will be for landscaping the front of the Library.

C. Reading Area Improvement

Bradley Chaplin discussed the issue of improving the reading area of the library. The library lacks adequate space for people. Consideration should be given to upgrading the library both inside and outside. It would be worthwhile for the Board to tour the new Interlochen Library. John Krug said the Board should think about the future of the Library.

5. NEW BUSINESS

A. BOT Terms Update Roster

Sue Gentges said she will bring the roster to the next meeting for review and to make sure it is up to date.

B. Audit

Barbara Graves said the Audit will begin in two weeks.

C. Five Year Plan

Bradley Chaplin said he will make copies of the Five Year Plan the Board to read.

Sandy Boone, Sue Gentges, Kara Gregory and Bradley Chaplin were appointed as a subcommittee to have a brainstorming session regarding a future plan.

6. TREASURER’S REPORT

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

Checking/Savings	
Chemical Bank Checking	\$ 1,501.99
Chemical Bank MM	141,943.93
Chemical Bank CD	60,977.21
Petty Cash	150.00
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Total Checking/Savings	\$ 204,573.13

EF – 22
Checks 14324-14339

Margie Johnson/moved, Sue Gentges/supported, to approve the September 2018 Treasurer’s Report, PASSED.

7. OTHER REPORTS

a. Library Director’s Report – September 2018

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

b. Friends Meeting

Jim Shannahan said an individual who is working on her Masters In Public Administration has volunteered to prepare a handbook for the Friends board members.

c. Township Reports

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

8. Landscaping and Maintenance

Bradley Chaplin addressed concerns of the Board. He said he put some material on the step that goes into the library, and will also keep the door to the lower level locked at all times.

9. Adjournment

The meeting was adjourned at 10:09 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Wednesday, November 21, 2018 at 9:00 A.M.
Quorum required. Notify J. Krug (271-5719) if unable to attend.

