

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES- APRIL 17, 2019**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, April 17, 2019, at 9:00 a.m. at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

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

Absent and excused: None

Staff Present: Bradley Chaplin

Also Present: Jim Shannahan, Friends Presid.; Roger Suppes (representing Village of SB)

1 AGENDA APPROVAL

There being no changes to the agenda, the agenda is approved as submitted.

2 SECRETARY'S REPORT- February 20, 2019

John Krug/moved, Margie Johnson/supported, to approve the February 20, 2019 as submitted, PASSED.

3 PUBLIC COMMENTS

Friends of the Library- Jim Shannahan

Jim Shannahan said the landscaping people will be working on the design for the front of the library building and a sign. The step which is out of line will be repaired.

Brian Bugsse said the Library Policy is not being followed and stated what he thinks the problems are.

John Krug asked Brian Bugsse to write down his concerns, and they will be addressed.

Roger Suppes said the Village of Suttons Bay has postponed doing the streetscape until after Labor Day and will also work on the infrastructure.

4. OLD BUSINESS

A. Reading Room Improvement

Bradley Chaplin said the Reading Room Improvement Project will be a long term project and will be put on hold as it is not necessary to do it right now.

B. Annual Volunteer Recognition

Sandy Boone said the Annual Volunteer Recognition will be held at the VI Grill on May 8th, 2019, at 9 a.m. Thank you cards will be given out to the volunteers.

C. Landscaping Front and Lakeside of Building

Bradley Chaplin said Spinniken will be getting the irrigation going on the lakeside of the building. At some point the lakeside will have to be cleaned up. Also, landscaping people will be back to work on the lakeside.

D. Building Restrain (Exterior/Interior Timetable)

Bradley Chaplin said the landscaping will be done before the building is restrained.

V. NEW BUSINESS

A. Proposed 2019-2020 Budget Note: Public exposure May 15, 2019, 8:30 a.m.

Discussion was held regarding the proposed 2019-2020 Budget.

B. Library Director Evaluation

Sue Gentges said the Library’s Goals and Objectives will be used to evaluate Bradley Chaplin, Library Director.

C. Staff Evaluations

Bradley Chaplin said staff evaluations will be submitted at the May Library Meeting.

D. 2019 Lights, Bites and Books Gala

Kelly Slater will head up the 2019 GALA.

VI. Treasurer’s Report

Barbara Graves submitted the Treasurer’s Reports for February and March, 2019.

<u>Checking/Savings</u>	
Chemical Bank Checking	\$ 2,952.17
Chemical Bank MM	120,219.22
New CD	50,000.00
Chemical Bank CD	61,281.46
Petty Cash	150.00
Total Checking/Savings	<u>\$ 234,602.85</u>
Checks - 14292 - 14426	EFT’s - 4

Sandy Boone/moved, Kara Gregory/supported, to approve the February – March 2019 Treasurer’s Report, PASSED.

7. OTHER REPORTS

a. Library Director’s Report

Bradley Chaplin submitted his Library Director’s Report which will be part of the Minutes. Bradley Chaplin complimented the people who volunteered to clean the library.

b. Friends Meeting –

Jim Shannahan said the Bay Theatre is under new management. Discussions have been held about getting advertising for the Library and Friends at the theatre. Friends are looking into doing shredding of income tax returns. The cost of shredding would be shared by other Friends of Libraries. Book sale – August 3-4, 2019. Need help setting up the tents for the book sale. Need to bring books back from Blu Vase in return for the books that the Friends donated to Blu Vase.

c. Township Reports - Krug, Gentges, Boone, Johnson

d. Landscaping and Maintenance

No report.

Submitted by Marge Johnson, Secretary

Note: Next regularly scheduled meeting May 15, 2019 following public exposure of proposed 2019-2020 Budget at 8:30 a.m. Quorum required. Notify J. Krug (271-5719) if unable to attend.