

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES- JULY 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, July 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

1 AGENDA APPROVAL

Consensus to approve the Agenda as submitted.

2 SECRETARY'S REPORT – June 12, 2019 Library Board Minutes

Sue Gentges/moved, Sandy Boone/supported, to approve the June 12, 2019 Library Board Minutes, PASSED.

3 PUBLIC COMMENTS

- a. Roger Suppes, Village Member, said Village Manager, Rob Larrea, would like to close the street for the Art Fair.
- b. Brian Buysee - Comment post June Board Meeting by Library Director and Board President; exterior vs interior projects and priorities.

4. OLD BUSINESS

a. Building Restain (Exterior/Interior Color & Timetable)

Bradley Chaplin said the color scheme for the exterior of the library building has been chosen – dark blue with crème trim. Dan Brady, painter, was given a deposit for the work.

b. 2019 Lites, Bites and Books Gala

Jim Shannahan said there is no report on the GALA.

c. Senior Expo Review

John Krug, Sandy Boone and Jeannie Coulter staffed the library table at the senior expo. John Krug said it likely the library will have a table at next year's Senior Expo.

d. Annual Report (Publish in August)

Bradley Chaplin submitted a one page synopsis of the Annual Report. The Annual Report will be published in August 2019.

e. Landscaping Front and Lakeside of Building

John Krug said at the last Suttons Bay Township Board Meeting he publicly thanked Debbie Slocombe for her work in landscaping the lakeside of the library building. Jim Shannahan said the landscaping of the front of the building will be done next week.

f. Chamber of Commerce

John Krug said he and Sue Gentges attended the Chamber of Commerce Meeting. Sue Gentges has agreed to attend the monthly Chamber of Commerce Meetings, representing the Library.

5. NEW BUSINESS

a. Selection of Audit Firm

John Krug said Tobin & Co. has done the Library’s audit for several years.

Barbara Graves/moved, Kara Gregory/supported, to hire Tobin & Co. to do the Library’s audit, PASSED.

b. Janitorial Position (Wage Increase)

Discussion was held on increasing the wages of Terese Kaufman for the janitorial services.

Consensus of the Board to postpone discussion of janitorial position wage increase to the August Meeting.

c. Entrance and Side Concrete Work (Village Connector Patio Status)

Bradley Chaplin said he waiting for a bid from Eric Schwabitz for entrance and side concrete work at the Library. Bradley Chaplin said the Library wants to forward with the project as soon as possible. Roger Suppes said the Village Manager is agreeable that the Library should move forward with the concrete work.

d. Future Evaluation/Budget Schedule (For Information)

Feb. (Eval Sub Comm Appointed), Mar. (recommend to full BOT), April (Prelim Budget); May (Prelim Budget Public Exposure; finalize at regular meeting), June (adjust finances as Necessary. Approve spending, sign Director’s contract).

6. TREASURER’S REPORT

Barbara Graves submitted adjustments to the budget for approval:

Insurance, Property & Liability	+ 300.00
Copier -	+ 20.00
Office Supplies	+ 250.00
Summer Reading Programs	+1,500.00
Other – Community Relations	+1,500.00
Dues -	+1,000.00
Total Adjustments to the Budget	\$ 4,570.00

*Total budget for the year had money left to cover the additional expenses.

Sandy Boone/moved, Sue Gentges/supported, to approve the budget adjustments submitted by the Treasurer, PASSED.

Barbara Graves submitted the Treasurer's Report as of June 30, 2019

<u>Checking/Savings</u>	
Chemical Bank Checking	\$ 3,592.30
Chemical Bank MM	167,360.57
New CD	50,000.00
Chemical Bank CD	61,562.20
Petty Cash	150.00
Total Checking/Savings	<u>\$ 282,685.07</u>

Checks - 14480-14506 ET - 24

Sue Gentges/moved, Kara Gregory/supported, to accept the Treasurer's Report as submitted, PASSED.

7. OTHER REPORTS

a. Library Director's Report

Bradley Chaplin submitted his Library Director's Report for July 2019 which will be part of the Minutes.

b. Friends Meeting –

No report.

c. Township Reports - Krug, Gentges, Boone, Johnson
Board members attended meetings.

d. Landscaping and Maintenance

Discussed earlier in the meeting.

8. BOARD COMMENTS

Sue Gentges said volunteers are needed for the Book Sale.

9. ADJOURNMENT

John Krug adjourned at meeting at 10:00 a.m.

Submitted by Marge Johnson, Secretary

Note: Next regularly scheduled meeting August 21, 2019 at 9 a.m. Quorum required. Notify J. Krug (271-5719) if unable to attend.