

**Suttons Bay- Bingham District Library
Board of Trustees
Meeting Minutes- December 18, 2019
1:00 p.m. Community Room, lower level**

I. CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Wednesday, December 18, 2019, at 1:05 p.m. in the Community Room of the Library.

II. ROLL CALL OF BOARD MEMBERS-Quorum Present

Present: John Krug, Jeannie Coulter, Sandy Boone, Barbara Graves, Sue Gentges, Kara Gregory

Staff Present: Nellie Danke

Also present: Brian Buysee, Len Wawrzyniak

III. Agenda Changes

Add: New business: Item I. Recording secretary position

IV. SECRETARY'S REPORT - AUGUST 21, 2019

Approved as amended(addition C. Friends and Board Welcoming Coffee for Nellie Danke, the new librarian)

V. PUBLIC COMMENTS

- a. **Friends report** - Len Wawrzyniak reported (in place of Shannahan) that the ground wire on the air conditioner has been looked into: see Old Business C. There was no meeting in November.
- b. **Other Public comments** - Brian Buysee thanked us for listening to his past comments.

VI. OLD BUSINESS

- a. **Lites, Bites and Books Gala-** Wawrzyniak reported that approximately \$7000 was taken in at the Gala. Most of the wine was purchased (except for Good Harbor). A microphone system is being looked into for purchase.
- b. **Entrance and Side Concrete Work(Related Village Improvements)-** Gentges reported that work will be done in April or May depending on weather. Benches will be placed on both sides of the walk.

- c. Air Conditioning Compressor Grounding-** Wawrzyniak reported in place of Shannahan that the outlets by the air conditioning units need to be grounded. The power to the units are now shut off as a safety precaution and will be fixed when the weather permits.
- d. Chamber of Commerce Report- Gentes:** Did not attend the meeting but reported that January 25 is set for the village Yeti Fest. Jan Ostrowski was the 2019 library co-ordinator and will hopefully do it again in 2020.
- e. Library/Friends Boards Workshop Wrap-up Comments-** All agreed that it was a worthwhile and enlightening workshop.

VII. NEW BUSINESS

- a. Special Payments-Krug-** It was suggested by Krug that we pay extra to some staff members that covered the library operations while we were in- between Directors. Motion was made by Boone that we pay Jane Suppes an extra \$500 for stepping in as temporary director during this time. Graves seconded. Motion passed.
- b. SBDL Bylaws, Policies and Procedures Template Review-Krug, All-** Major discussion will take place in January. Review of some policies will take place every year. Gentes will call Elk Rapids Library to see how they handled the policy review
- c. Incorporation of Updated FOIA Materials-Krug, All-**Gentes, Krug and Danke will discuss. Ours was updated in Sept. of 2018
- d. Meeting dates for 2020. Advisory: Election of Officers in January-Krug, All-** Meeting time will change to 1:30 p.m. on the third Wednesday of the month.
- e. Library Administration Realignment Outline-Krug,Danke-** Will work with past director Chaplin for input. Danke will work for about 2 months to see role shifting. Pat Wolters is retiring and will be presented with a gift card from the board.
- f. Welcoming Coffee Time/Date/Sub-committee needed-drug-** Boone will work from the board. Date set for January 8 from 3-5:00. Debbie Wawrzyniak from Friends will help organize with invitations to local dignitaries.
- g. Gala Wrap-up- Shannahan, Slater, Danke, Comments-all-** See above.
- h. Potential Overall Administration and Budget Review- Krug-** After discussion it was determined that Danke will evaluate and determine need and will report need in March of 2020.

i. Recording Secretary position. Krug- It was brought to Krug's attention that past board secretary, Marge Johnson was interested in becoming our board recording secretary for a fee of \$80. Gregory moved that this will be discussed and voted on in January. Gentes seconded the motion. Motion passed.

VIII. TREASURER'S REPORT (INCL. OCTOBER AND NOVEMBER)

a. Bank statements (October & November as of Nov. 30, 2019)

1. October:

Savings: \$ 190,942.67
Checking: 1,515.95
Petty Cash: 150.00
EFTS: 16
Check numbers: 14539-14555

2. November:

Savings: \$ 184,345.12
Checking: 1541.38
Petty Cash. 150.00
EFTS: 12
Check numbers: 14556-14566

Motion made by Gregory to approve the budget and seconded by Gentes. Motioned carried.

X. OTHER REPORTS:

A. Library Director's Report-Danke- State aid reports due February 1, 2020. Preparations being made for the Yeti Fest in the Village.

B. Friend's Report- Shannahan- Wawryzniak reported no December meeting. Discussion held about a possible book-lending station for Bingham township. Possible sites include the township hall, Marathon gas station and Kewsick church. Also looking into the buying of some new furniture for the library.

At this point, President Krug excused himself from the meeting and vice-president Gentes assumed the position as presiding president.

C. Township Reports- none

D. Landscaping and Maintenance- Danke-There is a future possibility of having a butterfly hatchery with a screen on the premises.

E. BOT Final comments- Coulter suggested that we receive a board packet prior to the meeting. This will be looked into by Danke and Graves.

F. Additional public comment: Question as to whether the new door in the lower level will be automatic? It will be considered.

MEETING ADJOURNED: @2:45 p.m. Gregory Moved and seconded by Boone.