

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES**

MEETING MINUTES - APRIL 15, 2020

CALL MEETING TO ORDER

President Sandy Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order at 1:33 p.m. on April 15, 2020 via zoom. In accordance to the open meeting acts, A notice was posted on the Library web site and the outdoor bulletin board.

ROLL CALL OF MEMBERS-QUORUM PRESENT

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

Staff present: Nellie Danke

Also Present: Jim Shannahan

I. ADDENDUM ADDITIONS OR CHANGES

- A. Add: Under New Business
 - D. Covid-19 preparedness and reopening plan.
 - E. Staff realignment
- B. Consensus to approve Agenda as amended.

II. SECRETARY'S REPORT

- A. February minutes: Corrected spelling of Jim Shannahan and Jane Suppes
Motion to approve February Minutes: S. Gentges. Seconded by: B. Graves
Consensus to approve corrected February minutes
- B. March Minutes: Add: Discussion was held on approval of payment of salary to regularly paid staff and there will be no payment to non-regular staff during our closure due to the virus. Approved unanimously. Motion to approve corrected March minutes: S. Boone. Seconded by: S. Gentges
Consensus to approve corrected March minutes .

III. PUBLIC COMMENTS: None present

IV. OLD BUSINESS

- A. SBBDL Policies and Policies and Procedures Manual
 - 1. Recommendations for new Foster Swift Policies and Procedures:
S. Gentges reported that work is still in progress and that she will give N.Danke the old copy for her to study and give suggestions.
 - 2. Personnel Policy-Graves : No Action
- B. Updates of FOIA materials - Gentges, Danke: No Action
- C. Entrance and Side Concrete Work - Gentges; Due to weather, there is no progress on this but a call will be made to check on this.

D. New furniture for reading area- Gregory, Gentges: no action

V. NEW BUSINESS

A. Scheduled verbal Directors probation review:

Comments from board stated positive remarks including delighted with her work, pleased with receiving weekly reports and recognizing her positive interaction with the public.

B. Recommendations for Board Membership

1. Sue Gentges has agreed to remain on the board through May 2024 while we search for a replacement from the village to finish her term of office.

2. Suzanne Albrecht, Suttons Bay Township 4 years through May 2024. Her nomination was brought forth by S. Boone and seconded by S. Gentges. Albrecht's nomination was passed unanimously.

C. Library Millage Renewal:

Discussion as to when to pursue a millage renewal: August election or November.

Motion made by B. Graves to seek an August millage renewal. Seconded by J. Coulter. Motion passed.

S. Boone will contact the lawyer on the ballot language. Motion was made by K. Gregory that she spend no more than \$5,000 on this process.

S. Gentges seconded the motion. Motion carried.

J. Shannahan will discuss the millage and a possible committee at the next Friend's meeting.

D. Covid virus preparedness and reopening plan - N. Danke:

After discussing some of the options that might be available to us upon re-opening: It was moved by B. Graves and seconded by S. Boone that Nellie create a "Covid 19 Preparedness and Reopening Plan". Motion carried.

E. Staff realignment: N. Danke reported that the committee met and that there are 11 applicants for the job of circulation clerk and 1 applicant for the youth and family services co-ordinator. Hiring decisions will be made once the library is able to be re-opened.

VI. TREASURER'S REPORT

A. As March 31, 2020 for the Months of February and March 2020.

February: EFTS: 1417-1423

CHECKS: 14598-14605

CHECKING/SAVINGS-\$303,335.17

PETTY CASH-\$150.00

March: EFTS: 1424-1428

CHECKS: 14606-14616
CHECKING/SAVINGS-\$361,527.84
PETTY CASH-\$150.00

- B. Year to date expenditures compared to budget: Ongoing but is working with accountant and is due in May.
S. Boone moved to accept the Treasurer's Report as presented. Seconded by S. Gentges. Treasurer's Report approved.

VII. OTHER REPORTS:

- A. Library Director's Report: Danke- See Attached
- B. Friend's of SBBDL: Shannahan- Annual gardening maintenance will take place in the near future.
- C. Township Reports: Gentges, Coulter-Neither attended their respective township meetings.
- D. Chamber of Commerce Report-Danke noted that the Chamber will be holding virtual happy hours.
- E. Landscaping and Maintenance - Danke-Nothing new to report.
- F. BOT Final Comments-ALL
K. Gregory: Don't forget to check air-conditioning grounding before the warm season sets in.

S. Gentges: Appreciation breakfast for our volunteers will be postponed until the fall. Since this is usually held in May, appreciation notes will be written now to show that we haven't forgotten.
- G. Public Comment: None present

VIII. MOTION TO ADJOURN - Boone

- S.Gentges moved that the meeting be adjourned.
- K. Gregory seconded. Motion passed.
- Meeting adjourned at 3:03 p.m.

Respectfully submitted:
Jeannie Coulter, Board Secretary

Note. Next regularly scheduled meeting, Wednesday, May 20,2020. at 1:30 p.m. Quorum required. Contact S.Boone (231-409-0524) if unable to attend.

