

FEBRUARY AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Regular Meeting
February 19, 2020 1:30 P.M. Community Room

I. AGENDA CHANGES

II. SECRETARY'S REPORT

III. PUBLIC COMMENTS

IV. OLD BUSINESS

A. For the record.

B. SBBDL Policies and Procedures

1. Recommended changes to Personnel Policies, current operating version 2018 pages 51 and 52 of printed version

2. Recommendations for new Foster Swift Policies and Procedures Manual

a. Missing Policies and Procedures portion

b. Plan to personalize Foster Swift to SBBDL

C. Updates to FOIA materials — Gentges, Danke

D. Library Administration Realignment — Danke
Discussion and decision

D. Entrance and Side Concrete Work — Gentges

V. NEW BUSINESS

A. March BOT meeting Quorum? — Boone

B. Trustee representative at Friends of the Library meeting

C. Appoint 2 Board of Trustees to work with Friends and Nellie on new furniture.

D. Scheduled Directors probation review scheduled for March meeting to be moved to April 22nd if March meeting is canceled.

E. New Board members

VI. TREASURER'S REPORT

A. As of January 31, 2020 for the month of January 2020

B. Checks #14584 Thru#14597
EFT's # Thru#

C. Year to date expenditures compared to budget

VII. OTHER REPORTS

A. Library Director's Report — Danke

B. Friends Meeting — Shannahan

C. Township Reports — Krug, Gentges, Coulter

D. Chamber of Commerce Report - Danke

E. Landscaping and Maintenance — Danke

F. BOT Final Comments — All

G. Public comment

VIII. MOTION TO ADJOURN — Boone

Note: Next regularly scheduled meeting March 18, 2020 1:30 P.M. Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.