

Premeeting thanks were extended to John Krug. He thanked everyone for the cake and coffee.

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

1:30 called to order by Sandy Boone.

Present: Sandy Boone, Sue Gentes, John Krug, Barbara Graves, Kara Gregory,
Roger Supes, Jim Shanahan, Suzie Albrect

I. AGENDA CHANGES

Agreement by all to approve agenda. No additions.

II. SECRETARY'S REPORT

Barbara Graves moved to accept , Sue Gentes seconded. Passed.

III. PUBLIC COMMENTS

Roger Supes researched snow ordinance. There is one for the village, but no
role responsibility. Only states clear corners, no snow in road, no parking when
snowplows are out. Tradition is owner of property cleans own property. Library
will continue to clean sidewalks.

IV. OLD BUSINESS

Officially entering into the record: Thank you to John Krug for all of his years of
work. We invite him to attend future board meetings.

A. SBBDL Policies and Procedures

1. Recommended changes to Personnel Policies, current operating

version 2018 pages 51 and 52 of printed version.

insert Personnel Policies/employee Categories here

Change the vacation time to 30 hours instead of 32

Kara Gregory made the motion to accept changes. Barbara Graves seconded. Motion carried.

Sue Gentes will make the changes to the current manual.

2. Recommendations for new Foster Swift Policies and Procedures

Manual

a. Missing Policies and Procedures portion

There is an additional cost for this missing piece. A Sub Committee will create the policy for the manual and present to a lawyer for review.

Nellie will contact the state Library group for guidance. Barbara Graves, Kara Gregory, and Library Director, Nellie Danke will serve on the sub-committee.

b. Plan to personalize Foster Swift to SBBDL

Sue Gentes will recommend the sections and order for review over the coming months. Snow day policy will be considered first. Sue Gentes and Nellie Danke will review and bring recommendations to the board.

B. Updates to FOIA materials — Gentes, Danke C. Library

Nellie will have costs for next meeting for updating the FOIA materials.

Administration Realignment — Danke D. Entrance and Side Concrete Work — Gentes

Nellie Danke Proposed hiring:

A New Circulation Clerk, A New Youth and Family Outreach Coordinator, and increasing the hours for the current homebound services staff to become the Adult Outreach Coordinator

Staff Pay Structure proposed. The SEP for Assistant Director recommended to be retroactive to Jan.

2020 Staff Pay Structure

Page wage increase from \$9.00 - \$10.00/hr

Circulation on call clerk increase to 13.00/hr

Home Services to Adult Outreach from \$11.00 – \$13.00/hr

Change title/role from Assistant Librarian to Assistant Director

Kara Gregory moved to accept the new Staff Structure and corresponding Pay Scale to be effective as of the new pay period with the Assistant Director Retroactive to January.

Sue Gentes seconded. Motion passed

Nellie will form a committee for hiring the new positions.

V. NEW BUSINESS

A. March BOT meeting Quorum? — Boone
Meeting moved to April 22. No March meeting.

B. Trustee representative at Friends of the Library meeting

Board of Trustees will rotate turns. Friends meetings are held the fourth Tuesday of each month 5-6 pm.

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

No date set yet will talk with friends.

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

E. Process for adding New Board members to the Library Board: There needs to be a letter from the new board member and a letter from the President of the board sent to the president of the board of the specific district area of the given vacancy. Filling the vacancy will be put on the local board's agenda and they will vote to appoint the new trustee.

A recommendation for the new board member for the Suttons Bay Township will be made by the next meeting.

VI. TREASURER'S REPORT

A. As of January 31, 2020 for the month of January 2020 B. Checks #14584
Thru#14597

B. No unusually large checks or transactions occurred.

Sue Gentes moved to accept the treasurer's report. Sandy Gentes seconded. Motion carried.

Two full reports from the treasurer will be presented to the board in April to cover Feb and March.

EFT's # Thru#

C. Year to date expenditures compared to budget

VI. OTHER REPORTS

A. Library Director's Report — Danke

See the Director's Report distributed at the meeting.

**May is the goal for story times to begin again.

B. Friends Meeting — Shannahan

Village may make the marina park off limits for events. This will alter the summer Friends Book Sale.

The Friends of the Library are planning to add little free libraries in Bingham.

The Gala will now be December 5, 2020.

C. Township Reports — Krug, Gentges, Coulter

John Krug reported:

The library is viable, debt free, financially stable, up to date, very modern, strong trustee board and friends board and volunteer group. John proposes that when Nellie and Sandy get further established, it will be even better.

Sue Gentes had nothing new to report.

Jeanne will be added as an official Trustee at the next Bingham meeting for four years. (She was filling a vacated seat).

C. Chamber of Commerce Report - Danke E. Landscaping and Maintenance —
Danke F. BOT

Nellie agreed to attend future Chamber of Commerce meetings.

D. Final Comments — All

VII. MOTION TO ADJOURN — Boone

Sandy Boone moved to adjourn. Kara seconded. Passed.

Respectfully submitted by Kara Gregory.