

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY  
BOARD OF TRUSTEES  
MEETING MINUTES - JANUARY 22, 2020**

**CALL MEETING TO ORDER**

President John Krug called the Suttons Bay-Bingham Library Board of Trustees regular meeting to order on Wednesday, January 22, at 1:30 p.m. in the Library Community room.

**ROLL CALL OF BOARD MEMBERS - Quorum Present**

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

Absent and excuses: none

Staff Present: Nellie Danke

Also Present: Jim Shannahan, Roger Suppes

**I. AGENDA APPROVAL**

**A. Add to Old Business**

1. Item "D." Recording Secretary
2. Item "E." Director's evaluation

**B. Consensus to approve Agenda as amended.**

**II. SECRETARY'S REPORT - December 18, 2019**

**Barbara Graves/moved, Kara Gregory/seconded to approve the December 18, 2019 minutes. PASSED.**

**III. PUBLIC COMMENTS**

**A. Friend's Report** - Jim Shannahan reported that plant I.D. and stakes will be available for placement in the garden in the spring.

**B. Other Public comment** - Roger Suppes reported on the Village Meeting and stated that work is being done to shore up beach erosion on South Shore Dr. And water run-off problem on Broadway. Also discussion on village vac truck. It will be repaired.

**IV. OLD BUSINESS**

**A. Entrance and Side Concrete Work (Related Village Improvements) - Gentes-** Nothing new to report.

**B. Air Conditioning Compressor Grounding - Shannahan-**The disconnection was handled during the meeting.

**C. Chamber of Commerce Report - Gentges-** Nellie attended with Sue and they reported that Kelly Slater will contact the Chamber to put the Library Gala (the second Saturday of December) on the calendar. Also that the Library will participate in the Village Yeti Fest on January 25, 2020.

**D. Recording Secretary -** Contacting Marge Johnson as to the paid position of recording secretary for the Board was handled by Krug in December. The Board felt it was not necessary to have the position available.

**E. Director's Evaluation -** This will be postponed until May 31, 2021 due to her short time with us. A brief probation review will be held at the Board meeting in March. **It was moved by Sandy Boone and seconded by Sue Gentes to forgo the Director's Annual March Evaluation and to have a brief probation review at the March meeting. Motion carried.**

## **V. NEW BUSINESS**

**A. Election of Officers -** The Board as of February 1, 2020 consists of Sandy Boone - president, Kara Gregory - vice president, Barbara Graves - treasurer, Jeannie Coulter - secretary. **Sue Gentes moved that the slate of officers as presented be accepted. Seconded by Barbara Graves. Motion carried.**

Discussion was also held at this point as to board positions that will be open within the next few months. It was decided that a general notice will be posted on the Library web page for patrons to submit a letter of interest and these will be kept on file. Nellie and Jeannie Coulter will work on web page notice.

**B. SBDL Policies and Procedures Template Review.** Discussion was held as to how to approach the Policy review and it was decided that we will study a few sections at a time at each meeting. A calendar will be set up for the discussions.

**C. Updated FOIA Materials -** Action will be taken in February.

**D. Library Administration Realignment Outline -** Danke- Nellie presented the Board with a flow chart with positions available. This will be helpful in determining the need of positions open for the operation of the desk and back office for circulation.

## **VI. TREASURER'S REPORT**

### **A. Bank statement as of December 31, 2019.**

Savings	\$201,483.72 (including checking)
Checking	6498.26

Petty cash. 150.00

**B. Checks # 14567-14583  
EFT'S # 791-792**

**C. Sandy Boone moved that the Board accept the Treasurer's Report as submitted. Sue Gentes seconded the motion. Treasurer's report accepted.**

## **VII. OTHER REPORTS**

**A. Library Director's Report - Danke** - See report which was passed out in the board packet and a copy attached.

**B. Friends Meeting** - Shannahan reported that there will be a meeting in February.

**C. Township Reports** - None (See report on Village by R. Suppes at beginning of meeting.)

**D. Landscaping and Maintenance - Danke**- No report

**E. BOT Final Comments** - Krug gave some closing remarks to remind the board as to the annual fire inspection that should take place in late summer by fire chief Porter, the Annual report due in August, be present at village and township meetings and to keep the Gala on the calendar!

a. Perhaps Jane or Nellie can put an article in the Enterprise as to the new board.

b. Policy Manual has Personnel Section missing! Check into cost and payment for the set-up by the firm handling the compilation.

**MOTION FOR ADJOURNMENT MADE BY KARA GREGORY AND SECONDED BY BARBARA GRAVES. MEETING ADJOURNED AT 3:00 p.m.**