

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

MEETING MINUTES - MAY 20, 2020 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETING ACTS.

CALL OF PUBLIC VIEWING OF 2020-2021 BUDGET MEETING TO ORDER BY PRESIDENT SANDY BOONE AT 1:00 P.M. Board members present: Sandy Boone, Barbara Graves, Kara Gregory, Sue Gentes, and Jeannie Coulter.

THERE WERE NO COMMENTS MADE FROM THE PUBLIC AS THE BUDGET WAS POSTED IN THE OUTSIDE DISPLAY CASE AND ON LINE ON THE LIBRARY WEBSITE.

**CALL OF MONTHLY MEETING TO ORDER**

President Sandy Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order at 1:31 p.m. on May 20, 2020 via Zoom.

**ROLL CALL OF MEMBERS-QUORUM PRESENT**

Present: S. Boone, B. Graves, K. Gregory, S. Gentes, J. Coulter

Staff present: N. Danke

Public: Suzanne Albrecht, Jim Shannahan, Len Wawrzyniak

**I. ADDENDUM ADDITIONS OR CHANGES**

S. Boone moved that the agenda be accepted. It was seconded by S. Gentes.

Roll call: Ayes: Graves, Boone, Gregory, Gentes, Coulter

Nays: none

**II. SECRETARY'S REPORT**

S. Boone moved that the secretary's report of the April meeting be approved. B.

Graves seconded the motion. Motion carried unanimously.

**III. PUBLIC COMMENTS**

None

**IV. OLD BUSINESS**

A. Updated FOIA document from Foster Swift.

S. Gentes asked if this could be tabled until September due to the upcoming millage proposal and also with the addition of S. Albrecht as a new board member. The board agreed.

- B. SBBDL Policies and Procedures Manual adapting to Foster Smith prepared manual.  
S. Gentes asked if this could be tabled until September. The board agreed.
- C. Entrance and Side Concrete work.  
S. Gentes reported that the company has been contacted and that work will take place in two weeks.
- D. New reading area furniture with Friends.  
K. Gregory and S. Gentes suggested that we wait until after the millage in August. The Friends will contribute some funds and this will be addressed at their next May meeting.
- E. Covid-19 reopening plan  
Director N. Danke reported that carpets, floors and general deep cleaning have been done or on-going. One bathroom is upgraded for public use and the other will be used for book quarantine. Safety supplies for building and staff have been ordered. There will be some rearranging for the circulation desk and public areas for safety. Opening will be done in stages: 4= Closed, 3 =minimal services but closed to the public with curb side services, 2=more services possible, 1=full operations. Stages can be done with the ok of one trustee. There is no liability.
- F. Staff realignment  
Director N. Danke reported that Sue Chapman is our new Circulation Clerk and Ella Sommerfield is the new Library Page. Youth and Family Services Coordinator Hire is currently on hold.
- G. Gentes and Albrecht trustee terms  
Awaiting approval from the village for Gentes and SB township for Albrecht.
- H. SBBDL millage renewal and restoration  
The ballot question for the August primary election has been approved by the county clerk and has been sent to the Suttons Bay Village, Suttons Bay and Bingham Township clerks for their information.
- I. Volunteer appreciation thank you notes  
The committee has sent them all out and with the idea that something will be done at a later date to show our appreciation for their support.

## V. NEW BUSINESS

- A. Cleaning Contract

The contract for T. Kaufman was included in the board packet. B.Graves moved that we approve the contract. S. Gentes seconded the motion. It was approved unanimously.

B. Adopt 2020-2021 budget.  
Further discussion.

C. Motion to Authorize expenditures of 2020-2021 budget  
S. Boone made the motion to Authorize the expenditures of the 2020-2021 budget. B. Graves seconded the motion. Roll call vote:  
Ayes: S. Boone, B. Graves, S. Gentes, K. Gregory, J. Coulter  
Nays: None

Copies will be sent to SB Village, Bingham and SB Townships by e-mail.

## VI. TREASURER'S REPORT

- A. As of of April 30, 2020 for the month of April 2020
- B. Checks # 14568 thru #14619  
EFT's #804 thru #805  
Direct Deposits : none
- C. Year to date expenditures compared to budget.  
There is an increase in costs in maintenance due to Covid. Two grants are in process. A WIFI hot spot is a possibility.

## VII. OTHER REPORTS

- A. Library Director's Report-Danke  
Masks will be used in public areas. Children's Summer program will be virtual.
- B. Friend's Meeting - Shannahan  
The next meeting will be held via zoom on May 26 at 5:00 p.m. Board members are urged to take turns and attend.
- C. Millage Campaign Committee -Wawrzyniak  
The first meeting was held on May 19 with committee members present: Len Wawrzyniak (chairperson) Kelly Slater (treasurer), Jan Ostrosky (secretary), Linda Glover and Pam Vridevoogd (coordinator and publicity). "Love Your Library 2.0" will be the campaign motto and publicity will be low key. The Board will be apprised of millage progress.
- D. Twp. Reports - Graves/Albrecht, Gregory/Coulter, Gentes/Boone  
No meetings/no reports
- E. Chamber of Commerce Report  
No meeting but e-mail with updates.

F. Landscaping and Maintenance - Danke  
Plants will soon have ID tags.

G. BOT Final Comments  
None

H. Public Comments  
None

## VIII. MOTION TO ADJOURN - BOONE

S. Boone made a motion to adjourn the meeting. B.Graves seconded the motion. All voted aye. Meeting adjourned at 3:03 p.m.

Note: Next regularly scheduled meeting JUNE 17, 2020 at 1:30 p.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.