

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

MEETING MINUTES- JULY15, 2020 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETINGS ACT.

CALL OF MONTHLY MEETING TO ORDER:

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on July 15, 2020 via Zoom at 1:32 p.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S.Boone, B.Graves, S. Gentges, K.Gregory, S. Albrecht, J.Coulter

PUBLIC: J. Shannahan, L. Wawrzniak

I. AGENDA CHANGES AND APPROVAL:

Add item B to New Business: Filing deadline for November Ballot. S. Boone moved that the agenda be accepted as changed. S.Gentges seconded. Hand count taken by Board. Agenda change approved as presented.

II. SECRETARY'S REPORT:

Suggestion made to make font larger on minutes. S. Boone moved that the June 17, 2020 minutes be approved. S. Gentges seconded. Hand count taken by Board. Secretary's Report approved as presented.

III. PUBLIC COMMENTS:

None but at this point the meeting was "Zoom-bombed" by 3 callers who failed to identify themselves. Director Danke then ended their participation.

IV. OLD BUSINESS:

- A. Updated FOIA document from Foster Swift - Gentges, Danke
Will address in September
- B. SBBDL Policies and Procedures Manual adapting to Foster Swift prepared Manual - All
Will address in September.
- C. Entrance and side concrete work - Gentges:
Work has been completed at a cost of \$250 over original quote due to weather(early winter), rising costs and Covid 19.
- D. New reading area furniture with Friends - Gregory, Gentges
Will address in September
- E. Covid 19 reopening plan progress - Director Danke
See attached Director's report.
Year-end report will be inserted in curb-side bags.
- F. Yearly report - Danke
Will be available by August

V. NEW BUSINESS:

A. SBBDL BOT meeting time:

S. Boone made a motion that the Board meet on the third Wednesday of the month at 9:00 a.m. J. Coulter seconded the motion. Discussion took place and S.Boone amended the motion to change the meeting time to 9:30 a.m. K. Gregory seconded the motion. Motion carried by hand vote.

B. Filing Deadline for November Election

It was brought to our attention that if the August millage renewal doesn't pass, it will need to be placed on the November ballot. The deadline falls prior to our next Board meeting. S. Boone made a motion to allow her to meet the filing deadline for the November Ballot if necessary. B. Graves seconded the motion. Motion carried by hand count.

VI. TREASURER'S REPORT

A. As of June 30, 2020 for the month of June 2020:

B. Checks #14617 Thru #14627
EFT'S #804-805
Direct Deposits #1429-1432

C. Year to date expenditures compared to budget

It was brought to our attention that our bank, Chemical Bank, has been sold so record keeping has been slow due to the change-over. The new bank is Twin Cities Federated (TCF).

D. S. Boone made the motion to accept the Treasurer's report. S. Gentges seconded the motion. Motion carried by show of hands.

VII. OTHER REPORTS:

A. Library Director's Report: Danke - See full report attached.

Danke also reported that we are at Stage 2 for opening due to Covid 19 and will stay that way until sometime in August. She also stated that there will be staff meetings held monthly.

B. Friend's Meeting: Shannahan

L. Wawrzniak presented in place of J. Shannahan. He reported the placement of two "Little Free Libraries"(LFL) in Bingham Township. One LFL is located at Shady Lane Market on M22. The second LFL is in front of the entrance of the Bingham Township Hall. These lending libraries on posts and with the rooftop look like an open book were made by David Randel.

C. Millage Campaign Committee: Wawrzniak

He reported that 2,700 postcards were sent out. Road signs are being stolen. Signs are being placed in store windows. Letters to the

Editor of the Enterprise are being written and sent in. Also an article on the millage is being written by journalist Eric Carlson. Local TV stations will be contacted. To date,\$2,500 has been spent.

D. Township Reports: Graves/Albrecht, Gentges/Boone, Coulter/Gregory
S. Boone attended the SB Village meeting via Zoom. Nothing to report.

E. Chamber of Commerce Report: None

F. Landscaping and Maintenance: Danke
Side of new sidewalk needs soil and grass and will do with fall garden clean-up and placement of plant names. The book-drop needs repair due to moisture and rust. Mice are present in the basement and an exterminator will be called.

G. BOT final comments:
S. Albrecht helped Bay Bookstore move to a new location closer to the center of town. She suggested that we send a bouquet of flowers acknowledging her endeavor and new store. It was agreed that it would be a nice gesture in the name of the Board.

H. Public Comment: None

VIII. MOTION TO ADJOURN

S. Boone made the motion to adjourn. Seconded by S. Albrecht. Meeting adjourned at 2:55 p.m.

RESPECTFULLY SUBMITTED:

Jeannie Coulter, Secretary

NOTE: NEXT REGULARLY SCHEDULED MEETING, AUGUST 19, 2020. *** 9:30 a.m.
Quorum required. Contact S. Boone (231-409-0524) if unable to attend.