

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

MEETING MINUTES - JUNE 17, 2020 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETING ACTS.

CALL OF MONTHLY MEETING TO ORDER:

PRESIDENT SANDY BOONE CALLED THE MEETING OF THE SUTTONS BAY-BINGHAM LIBRARY BOARD OF TRUSTEES TO ORDER AT 1: 34 P.M. ON JUNE 17, 2020 VIA ZOOM.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

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

ABSENT EXCUSED: S. Albrecht

PUBLIC: L. Wawrzyniak

I. AGENDA CHANGES AND APPROVAL

There were no changes. S. Boone moved that the agenda be accepted. J. Coulter seconded the motion. Agenda unanimously accepted.

II. SECRETARY'S REPORT

B. Graves moved that the secretary's report of the May meeting be approved. K. Gregory seconded the motion. Secretary's report unanimously accepted.

III. PUBLIC COMMENTS. None

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: S. Gentges called Leelanau Concrete and stated that work will be done by the time the library reopens.

D. New Reading Area furniture with Friends. Gregory, Gentges. L. Wawrzyniak of Friends reported that this was put on hold until after the August millage.

E. Covid 19 reopening plan progress: Director N. Danke gave President S. Boone a tour of the library to explain the changes. See the attached Director's report for the changes.

F. Albrecht trustee: Suzanne Albrecht, MD was approved by S.B. Township on June 10, 2020 as their representative to the Library Board.

V. NEW BUSINESS

A. Librarian contract 7/01/2020 through 6/30/2021. S. Gentges moved and K. Gregory seconded the motion that we approve our director N. Danke's contract for this next year. It was approved by the board by a showing of a raised hand. Motion carried unanimously. A copy of the contract will be placed in the director's personal file, a copy in the president's packet for the book keeper's reference and one in the library office.

B. Yearly report: Director N. Danke is working on the fact sheet and it will be finished in July. It will also be inserted in all curbside deliveries in July.

VI. TREASURER'S REPORT

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

B. Checks# 1433 to 14633

C. EFTS: 806-807

D. Deposits: \$11,524.50

E. Year to date expenditures compared to budget: We were reminded that June is the end of our Fiscal year. Modifications were made to the current budget. S. Gentges moved that the modifications be made. S. Boone seconded the motion. Approval made by hand count.

VII. OTHER REPORTS

A. Director's Report: Director N. Danke reported that June 8 was the beginning of curbside delivery. There will be Covid information and health screening as the library moves from stage 3 to stage 2 on Monday, June 22. There is a 72 hour quarantine for returned items. A second phone line has been installed. Other information: See attached Director's report.

B. Friend's Report: Shannahan/Wawryzniak: The next Friend's meeting will be held Tuesday June 23, 2020 at 5:00p.m. via Zoom. There will be no book sale due to the cancellation of the S.B. Art Fair. New furniture for the reading area of the library is on hold until this fall. Two "Little Loaning Libraries" have been constructed. One has been approved for placement at the Bingham Township Hall. The second "Library" is under consideration at the Keswick Church.

C. Millage Campaign Committee: Wawryzniak: Committee will begin in earnest next week due to the sending out of absentee ballots. "Love Your Library" ads and Letters to the editor of the Leelanau Enterprise will start to appear the week of June 29. Millage signs can be placed by roadways after July 4. Postcards (2500 of them) at a cost of \$875 postage/printing will be sent out the week of June 29. Signs have been made for display in store windows. If interested in a road sign, e-mail Pam at pvrede@charter.net.

D. Twsp. Reports: Graves/Albrecht, Gentges/Boone,(Streetscape) Coulter/Gregory: Budgets have been sent to the respective entities.

E. Chamber of Commerce Report: "Stay Safe/Stay Open" campaign.

F. Landscaping and Maintenance: Danke: See Director's report.

G. BOT Final Comments: All- The new Northport Librarian is a former applicant to our library.

VIII. MOTION TO ADJOURN - S. Boone made a motion to adjourn. Seconded by J.Coulter. Meeting adjourned at 2:50 P.M.

NOTE: NEXT REGULARLY SCHEDULED MEETING, JULY 15, 2020. 1:30 P.M. QUORUM REQUIRED. CONTACT BOONE (231-409-0524) IF UNABLE TO ATTEND.