

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

MEETING MINUTES - AUGUST 19, 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 August 19, 2020 via ZOOM at 9:38 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

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

ABSENT EXCUSED: S. Albrecht

PUBLIC ATTENDANCE: J. Shannahan, L. Wawrzniak

I. AGENDA CHANGES AND APPROVAL:

S. Boone moved that the agenda be approved as presented. J. Coulter seconded the motion. Motion passed by unanimous hand count.

II. SECRETARY'S REPORT:

No changes or additions made.

III. TREASURER'S REPORT:

A. As of July 31, 2020 for the month of July:

Checks # 14643 thru #14670

EFT's #1445 thru #1457

Direct Deposits: 13

B. Year to date expenditures compared to budget: Treasurer will look for comparisons in past budgets and will present them at the next meeting.

C. President S. Boone moved that the treasurer's report be accepted. K. Gregory, seconded. Treasurer's report approved unanimously by hand count.

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 October.

C. New Reading Area furniture with Friends: Gregory, Gentges

1. Purchasing committee of S. Gentges, K. Gregory, and D. Wawrzniak (Friend's )  
will be searching through catalogues for suitable items.

2. Steps to be taken in suggestions and possible purchasing to include:

a. Vendor information over phone

b. Demco Company with commercial and institutional furniture.

c. Shopping Locally

d. CoVid friendly in upkeep

e. Look into Library Gifts and Donations already on hand to cover purchases

D. Yearly Report:

Director Danke reported that it will be completed soon.

V. NEW BUSINESS

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- A. CoVid updates: Albrecht  
See Director Danke's Report that is attached.
- B. Line item in budget for CoVid will be postponed to September.
- C. Money amount to be spent on Reading Area furniture:  
After discussion, J. Coulter moved that the amount to be spent on new furniture should be approximately \$12,000. S.Gentges seconded the motion. Motion passed unanimously by hand count.
- D. Hiring an Auditor:  
President S. Boone moved that we hire Tobin Auditors to go over our financial records for 2019. K. Gregory seconded the motion. Motion passed unanimously by hand count.

**VI. OTHER REPORTS:**

- A. Library Director's Report: Danke - See attached.
- B. Friend's meeting: Shannahan -
  - 1. The next Friend's meeting is Tuesday August 25 at 5:00 p.m.
  - 2. The Little Free Library's are going well. The stand at Bingham Township is going slow but the stand at Shady Lane Market is going strong and needs refilling a few times a week.
  - 3. Signage for the plants in the garden will soon be in place. The signs will be educational as well as stating that the garden is a donation from the Friends.
- C. Millage Campaign Committee: Wawrzyniak
  - 1. Seventy two percent of the voters passed the millage
  - 2. The budget was set for \$2,500 and \$2,479 was spent.
  - 3. Of the 2,700 post cards mailed with Suttons Bay /Bingham voting addresses, 199 were returned due to inaccuracies in voting records/addresses.
  - 4. "Love Your Library" millage committee met and disbanded Aug. 10, 2020.  
Before formally disbanding it was suggested that the renewal committee for 2024 start a lot earlier as in 2023! Also that it is necessary to refile (the name?) for 2024.
- D. Govt. Reports:
  - 1. Graves/Albrecht - SB Township - No Report
  - 2. Gentges/ Boone - SB Village - Gentges reported that meetings will resume in September.
  - 3. Gregory/Coulter - Bingham Township - Boone attended
- E. Chamber of Commerce Report - Danke-  
See Director's Report
- F. Landscaping and Maintenance - Danke  
See Director's Report
- G. BOT Final Comments - None
- H. Public Comments -None

**VII. MOTION TO ADJOURN:**

President S. Boone moved to adjourn the meeting. B. Graves Seconded the motion.  
Meeting adjourned at 10:41 a.m.

Note: Next regularly scheduled meeting, September 16, 2020. 9:30 a.m. Quorum required.  
Contact Boone (231-409-0524) if unable to attend.

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