

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

MEETING MINUTES - SEPTEMBER 16, 2020 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETING 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 September 16, 2020 via ZOOM at 9:30 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

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

ABSENT: B. Graves

Also present: Director N. Danke

I. AGENDA CHANGES AND APPROVAL:

A. Add Item B. Under New Business - Obtaining an Attorney (S. Gentges)

B. Add item D. Under Old Business- Fire Inspection (N. Danke)

President S. Boone moved that the agenda be approved as amended. S.Gentges seconded the motion. Voice vote: Boone (aye),Gentges (aye) Albrecht (aye) Gregory (aye) Coulter (aye) MOTION CARRIED.

II. PUBLIC COMMENTS -None

III. SECRETARY'S REPORT

No changes or additions. President S. Boone moved that the August 19, 2020 minutes be approved. S. Gentges seconded the motion. Voice vote: S. Boone (aye) S. Gentges (aye), S. Albrecht (Aye), K.Gregory (Aye), J.Coulter (aye). MOTION CARRIED.

IV. TREASURER'S REPORT

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

B. Checks # 14672 thru # 14687

EFT's # 811 thru # 813

Direct Deposits #1459 - 1468

C. Year to date expenditures compared to budget will be discussed in October.

D. President S. Boone made the motion to accept the treasurer's report as presented.

S. Albrecht seconded the motion. Voice vote: S. Boone (aye), S. Gentges (aye), S. Albrecht (aye), K. Gregory (aye), J. Coulter (aye). MOTION CARRIED

V. OLD BUSINESS

A. SBBDL Policies and Procedures Manual adapting to Foster Swift prepared Manual. All will address in October. (S.Gentges and N. Danke).

After discussion, it was decided that we will address policies bit by bit. The first policy to be discussed is Library closure and Holidays. Danke will e-mail copies of policy book to assure that the board has a copy at hand.

B. New reading area furniture with Friends. (Gregory, Gentges)

Committee met on Sat. Sept. 12. The area involved measures 12 x 12 feet. Cost will be covered by a gift donation. Children's area will be next area under consideration.

K. Gregory asked to be excused from this committee. S. Albrecht volunteered to take her place.

C. Yearly report: Danke reported that she has a final draft in process.

D. Fire inspection: Danke reported that all equipment was inspected and fixed. She stated that the basement staircase door has to remain closed. The custodial closet

and furnace closet needs to be cleaned. They discussed placement computer extension cords. An electrician will be contacted to add another outlet and to also replace lights outside to be “dawn to dusk” lights.

VI. NEW BUSINESS

A. SBBDL FOIA Policy -

1. Danke mentioned that this information was included with the Policy and Procedure information that was sent out to the Board. Will be resent to all. She suggested that the wording for verbal requests be stricken and that a written request will be necessary. President S. Boone moved that this change be accepted. J. Coulter seconded the motion. Voice vote: S. Boone (aye), S. Gentges (aye), K. Gregory (aye), S. Albrecht (aye), J. Coulter (aye). MOTION CARRIED

2. Danke also suggested that the response time for requests be changed from 5 days to 5 days after scheduled board meetings. President S. Boone moved that the change be accepted. S. Albrecht seconded the motion. Voice vote: S. Boone (aye) S. Gentes (aye), K. Albrecht (aye), J. Coulter (aye). MOTION CARRIED

B. Attorney on call - Discussion over hiring an attorney to be retained and amount to be set aside in yearly budget or using one on case by case situation. Decision will be made when situations arise.

VII. OTHER REPORTS

A. Library Director’s Report - Danke - See attached

B. Friend’s Meeting - Shannahan (not present)- No Report

C. Govt. Reports- Graves/Albrecht, Gentges/Boone, Coulter/Gregory - No Report

D. Chamber of Commerce Report - Danke - No Report

E. Landscaping and Maintenance - Danke - Garden cleaned, walkway reseeded and signage on plants are in place.

F. BOT Final Comments - All- No comments

G. Public Comments - None present

VIII. MOTION TO ADJORN.

President S. Boone made the motion to adjourn the meeting. S. Gentges seconded the motion. Voice vote: S. Boone (aye), S. Gentges (aye) S. Albrecht (aye) K. Gregory (aye), J. Coulter (aye). Meeting adjourned at 10:26 a.m.

Respectfully Submitted,
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting, October 21, 2020 at 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.