

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

MEETING MINUTES - OCTOBER 21, 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 October 21, 2020 via ZOOM at 9:35 a.m.

**ROLL CALL OF TRUSTEES - QUORUM PRESENT**

PRESENT: S. Boone, S. Gentges, S. Albrecht, K. Gregory, B. Graves, J. Coulter  
Also present: Director, N. Danke, Friends president, J. Shannahan

**I. AGENDA CHANGES and APPROVAL:**

A. Add item G under Old Business: Attorney Recommendations

**II. PUBLIC COMMENTS: None**

**III. SECRETARY'S REPORT:**

A. Add to September Minutes: Under New Business, Item A. SBBDL FOIA Policy: Add that the Board voted to accept the FOIA Resolution as amended. S. Boone had moved that the Resolution be accepted. S. Albrecht seconded. Roll call vote: Ayes: S. Boone, S. Albrecht, K. Gregory, S. Gentges, J. Coulter. Nays: None. Note from Director N. Danke: The FOIA Policy Resolution is posted on the Library Web Site.

**IV. TREASURER'S REPORT:**

- A. As of September 30, 2020 for the month of Sept. 2020:
- B. Checks #14688 thru #14703  
EFT's 814  
Direct deposits: payroll 1469-1479
- C. Year to date expenditures compared to budget as presented.  
Audit will take place mid- November
- D. S. Boone made the motion to accept the Treasurer's Report. J. Coulter seconded the motion. Roll call vote: Ayes: S. Boone, J. Coulter, K. Gregory, S. Albrecht, S. Gentges, B. Graves. Nays: None Motion carried.

**V. OLD BUSINESS**

- A. Clearing of custodial closet and furnace room.  
Director N. Danke reported that the custodial closet cleaning has been completed. The furnace room is still being worked on. Hazardous waste has been taken care of.
- B. Power reconfiguration to computers.  
Director N. Danke also reported that this is still being worked on.
- C. Dawn to dusk exterior lights.  
Director N. Danke reported that this work is not completed.
- D. New reading area furniture with Friends.  
Albrecht and Gentges reported that they are working with Megan Blackmer of Interphase of Traverse City. Purchase plans include 2 chairs, 2 love seats, 3 ottomans and 2 lap top tables. Cost of purchase will be covered by Friends (\$3,000) and memorials (\$12,000).

- E. Yearly Report.  
Director N. Danke stated that it is in the process of being finished. She is waiting for some statistics to be gathered.
- F. FOIA Policy acceptance with changes made at September meeting.  
See Secretary's Report above.
- G. Attorney recommendation.  
After discussion, it was decided that we would send a letter but not a retainer to Keri Zeits, and that we would like her to be our attorney of choice if the need arises. B. Graves moved that S. Gentges and S. Boone write the letter stating that and S. Albrecht seconded the motion. Voice vote: Ayes: S. Albrecht, B. Graves, K. Gregory, J. Coulter, S. Boone, S. Gentges. Nays: none. Motion passed.

## VI. NEW BUSINESS

- A. Policy and Procedures Book - Library closure and Holidays  
Discussion on the above and new changes will be made in the new and current Book. K. Gregory moved that the changes be accepted. S. Albrecht seconded the motion. Voice vote: Ayes: K. Gregory, S. Albrecht, S. Gentges, S. Boone, J. Coulter, B. Graves. Nays: none. Motion passed.

Section on meetings will be discussed in November. Director will send a copy of Foster Swift Policy and Procedure Book to board members.

- B. Co-Vid Review - Director N. Danke stated that the Library regulations have been updated in October. S. Albrecht moved that the full plan/regulations be posted on Library web page ([www.sbbdl.org](http://www.sbbdl.org)). S. Boone seconded the motion. Voice vote: Ayes-B. Graves, S. Gentges, S. Boone, S. Albrecht, J. Coulter, K. Gregory. Motion carried.

## VII. OTHER REPORTS

- A. Library Director's Report: See attached: Note that hopefully in person programming can take place in March. Staff changes: Suzanne Roger's position will change to sub, Erica Chadwick will be the new circulation clerk and Mary Robertson will be the new Youth and Family Services Coordinator for 12 hrs. per week. She will also work with local elementary schools.
- B. Friends: J. Shannahan: Their next meeting is Tuesday, October 27 at 5:00 p.m. via ZOOM. Topic of discussion is Gala substitution for a Silent Auction on line.
- C. Gvmt. Reports: SB township representative reports that a fountain will be added to Herman Park. Bingham township representative reports that Short term Rental Policy has been passed.
- D. Chamber of Commerce Report: N. Danke reported no village activities.
- E. Landscaping and Maintenance: N. Danke reported that winter garden clean-up has taken place.
- F. BOT Final Comments: S. Gentges complimented Director N. Danke on the Library newsletter. Also a reminder that she still is seeking a replacement for her position as Library representative in the SB village.

Director N. Danke mentioned that the \$12,000 TADL contract has been renewed.

- G. Public Comment: None

- VIII. MOTION TO ADJOURN. S. Boone made the motion to adjourn the meeting. S. Gentges seconded the motion. Voice vote all ayes. Meeting adjourned at 10:59 a.m.

NOTE; NEXT REGULARLY SCHEDULED MEETING, NOVEMBER 18, 2020 AT 9:30 A.M.  
QUORUM REQUIRED. CONTACT BOONE (231-409-0524) IF UNABLE TO ATTEND.

Respectfully  
submitted to  
D. Jeannie Coulter  
Secretary