November 18, 2020 AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY

Board of Trustees Monthly Meeting via ZOOM

November 18, 2020 9:30 am.

I.    AGENDA CHANGES and APPROVAL

II.   PUBLIC COMMENTS

III.  SECRETARY’S REPORT - Coulter

IV. TREASURER’S REPORT Graves

 A. As of October 31, 2020 for the months of October 2020

        During the month of October our financial balance increased by $104,620 or 10.5%.  This was in part due to the timing of certain bills and collections.   This is a normal cycle.  There were no unusual bills or expenses.   There were six electronic transfers to pay bills and eleven to cover payroll.  Checks 14704 to 14717 were written to cover pending bills.  We are still within our budget for the year.

 B. Lynn Patterson of Tobin and Co. came in last Wednesday to begin our annual audit.   No issues have been seen to this point.  Audit should be completed within the last month.

V.  OLD BUSINESS

        A. August Fire Inspection compliance update -Danke

 B. New reading area furniture with Friends - Albrecht

 C. Yearly report progress- Danke

 D.

 E.

VI.   NEW BUSINESS

        A. Policy and Procedures - use of Community room -Danke

 B. Library hours going forward - Danke

 C. Attorney letter of engagement and agreement - Boone

 D.

 E.

VII. OTHER REPORTS

        A.  Library Director's Report — Danke

        B.  Friends — Shannahan

 C.  Townships and Village Reports -

 Graves/Albrecht, Gentges/Boone, Coulter/Gregory

 D. Chamber of Commerce Report -

        E.  Landscaping and Maintenance — Danke

        F.  BOT Final Comments — All

 G. Public comment

   VIII. MOTION TO ADJOURN — Boone

Note:  Next regularly scheduled meeting, December 16, 2020. 9:30 am.

Quorum required.  Contact Boone  (231-409-0524) if unable to attend.