

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

MEETING MINUTES - NOVEMBER 18, 2020 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETING ACT.

CALL OF MONTHLY MEETING TO ORDER:

President S. Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order on November 18, 2020 via ZOOM at 9:32 a.m.

ROLL CALL OF TRUSTEES: QUORUM PRESENT

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

Also present: Library Director, Nellie Danke

- I. AGENDA CHANGES AND APPROVAL: NONE were made. MOTION made by Boone to accept the agenda as presented. MOTION SECONDED by Gregory. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

- II. PUBLIC COMMENT: None

- III. SECRETARY'S REPORT: Coulter - No additions or corrections. MOTION made by Boone and seconded by Gregory to accept the secretary's report as presented. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

- IV. TREASURER'S REPORT: Graves -
 - A. The following changes were made in the wording of the original treasurer's report: During the past year our financial balance increased by \$104,620 or 10.5%. This was in part due to the timing of certain bills, expenses and library closure due to co-vid. There were six electronic transfers to pay bills, eleven direct deposits (1480-1490) to cover payroll and checks (14704 to 14717) to cover pending bills. We are still within our budget for the year. MOTION made by S. Gentges to accept the above report as amended. S. Albrecht seconded the motion. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

 - B. Lynn Patterson of Tobin and Co. came in November 11, 2020 to begin our annual audit. No issues have been seen to this point. Audit should be completed within the last month. MOTION made by S. Gentges to approve the treasurer's report. Seconded by K. Gregory. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

- V. OLD BUSINESS:
 - A. August Fire Inspection compliance update -Danke- Completed.

 - B. New reading area furniture with Friends - Albrecht, Gentges and Gregory - After presentation of fabric samples, floor plan and cost a MOTION was made by B.Graves to approve the order of the reading area furniture from Interphase Interiors at a cost of \$10,345.00 and a deposit of 50% when ordering. Seconded by K. Gregory. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

C. Yearly report progress -Danke- The annual report for patrons/Annual report for state will be done together this year.

VI. NEW BUSINESS

- A. Policy and Procedures - Use of Community Room: Danke- It was agreed to postpone the discussion of this policy until December.
- B. Library hours going forward -Danke - We are at level E.on the Co-vid scale which is the worse level. See the attached Director's Report for our response. Danke also introduced Erica Chadwick as our new circulation clerk.
- C. Attorney letter of engagement and agreement -Boone- MOTION was made by B.Graves to send attorney Kerrie Zeits a letter of engagement and agreement. Seconded by S.Gentges
VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

VII. OTHER REPORTS:

- A. Library Director's Report -Danke- See attached. Note that circulation is almost the same this year as last : 2746 (2020) 2757 (2019). Also note that our Children and Youth Coordinator Mary Robertson will be introducing on-line story telling starting every Tuesday morning at 9:30 a.m. in December. Last Tuesday of the month will be a bilingual English/ Spanish story time (NLC grant money).
- B. Friends - No report but note that the Gala will not take place this year due to co-vid. Instead there will be an on-line auction. Information will soon follow.
- C. Township and Village Reports - Graves/Albrecht (none) Gentges/Boone reported that discussion is ongoing as to Peck Road "marina". Gregory/Coulter (none)
- D. Chamber of Commerce Report - Danke- Yeti Fest cancelled due to co-vid. The Friends are decorating a Christmas Tree in front of Bahle's and are hanging bookmarks with Friend's information on them. These are to be taken by the public. They are also decorating the library tree out front.
- E. Landscaping and Maintenance - Danke- Landscaping done for the year. Printer had routine maintenance.
- F. BOT Final Comments - None
- G. Public Comments - None

VIII. MOTION TO ADJOURN - MOTION made by S.Boone to adjourn the meeting. SECONDED by S. Gentges. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Albrecht (aye), Coulter (aye), Graves (aye). MOTION CARRIED. Meeting adjourned at 11:05 a.m.

NOTE: NEXT REGULARLY SCHEDULED MEETING, DECEMBER 16,2020 A.M. 9:30 A.M..
QUORUM REQUIRED! CONTACT BOONE (231-409-0524) IF UNABLE TO ATTEND.

Respectfully Submitted:

D. Jeannie Coulter, secretary