

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

MEETING MINUTES - DECEMBER 16, 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 December 16, 2020 via ZOOM at 9:32 a.m.

ROLL CALL OF TRUSTEES: QUORUM PRESENT

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

Also present: Library Director, Nellie Danke and J. Shannahan (Friend's President)

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), 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 Gentges to accept the secretary's report as presented. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

IV. TREASURER'S REPORT: Graves -

A. This is the accounting position of the library at the end of November, 2020. We have \$86,000 more in equity than a year ago. For the month, there were 15 electronic transfers and checks 14718 to 14739 were disbursed. There appeared to be no unusual transactions. Since the majority of our income comes from tax revenue, it is received mostly in December through March. We are in good shape at the end of the "lean" period.

B. The annual audit was started by Lynn Patterson of Tobin and Co. on November 11, 2020 and completed by the end of the month. No major problems to be addressed. MOTION made by S. Boone to approve the treasurer's report. Seconded by K. Gregory. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Coulter (aye), Graves (aye). MOTION CARRIED.

V. OLD BUSINESS:

A. August Fire Inspection compliance update -Danke- Completed but two welded items remain to be fixed.

B. New reading area furniture with Friends -Gentges and Gregory - K. Gregory will write Thank you to the 3 families who were major donors through library bequests. Deposit of \$2,500 has been paid.

C. Yearly report progress -Danke- The annual report for patrons/Annual report for state will be done in January.

VI. NEW BUSINESS:

- A. Snow Removal: Suggestions were made to look into Leelanau Handiman (on call) Eric Potts? Maintenance? Two hour job? Discussion as to being the bus stop sponsor but this will also involve trash removal.
- B. Library hours and policy going forward - Danke- Curbside yet. See Director's report for details.
- C. January election of officers: Reminder
- D. Annual treasurer's audit: Six copies will be given to townships and village.

VII. OTHER REPORTS:

- A. Library Director's Report -Danke- See attached. NOTE: New Remote Policy has to be updated and approved. S. Gentges MOVED and K. Gregory SECONDED that we update the COVID 19 Emergency Preparedness and Reopening Plan to include the Remote Work Policy as is stated in the December Director's Report. VOICE ROLL CALL: Boone (aye) Coulter (aye), Gentges (Aye), Graves (aye), Gregory (Aye). MOTION CARRIED.
- B. Friends -Shannahan: The "Mini Virtual Auction" was not as successful as desired. They are working on a more successful publicity program. They received a \$1,000 grant from GT Regional Community Foundation Endowment for Leelanau.
- C. Township and Village Reports - Graves/Albrecht (none) Gentges/Boone (none) Gregory/Coulter (none)
- D. Chamber of Commerce Report - Danke- Membership renewed
- E. Landscaping and Maintenance - Danke- None
- F. BOT Final Comments - None
- G. Public Comments - None

VIII. MOTION TO ADJOURN - MOTION made by S.Boone to adjourn the meeting. SECONDED by Coulter. VOICE ROLL CALL: Boone (aye), Gentges (aye), Gregory (aye), Coulter (aye), Graves (aye). MOTION CARRIED. Meeting adjourned at 10:43 a.m.

NOTE: NEXT REGULARLY SCHEDULED MEETING, JANUARY 20,2021 A.M. 9:30 A.M..
QUORUM REQUIRED! CONTACT BOONE (231-409-0524) IF UNABLE TO ATTEND.

Respectfully Submitted:

D. Jeannie Coulter, secretary