

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

MEETING MINUTES - FEBRUARY 17, 2021 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 February 17, 2021 at 9:36 a.m.

I. PRESENT: S. Boone, J. Coulter, S.Gentges, B. Grave, K.Gregory. Absent excused: S. Albrecht. Also present: Library Director, Nellie Danke and Friends of SBBDL President, Jim Shannahan.

II. PUBLIC COMMENTS: None

III. SECRETARY'S REPORT: Correction #1: Delete sentence " Add specific amount of \$5,172.50 as down payment on new furniture for reading area payable to Interphase Interiors". Amend the wording to December 16, 2020 amount of deposit on new reading area furniture to read: Deposit of \$5,171.50 has been paid as down payment to Interphase Interiors.

Also note that under New Business B. that library workers are not working in pods and are in group 1c for vaccinations.

MOTION made by S. Boone to accept the secretary's report of January 20, 2021 as amended. SECONDED by S. Gentges. MOTION PASSED BY A SHOW OF HANDS.

IV. TREASURER'S REPORT: Graves

During the month of January our financial balance increased by \$89,000. Most of this is because in December and January we receive the majority of our township funding (millage). This is a normal cycle. There were no unusual bills or expenses. There were two electronic transfers to pay utility bills, one for monthly Zoom fees and sixteen to cover payroll. Checks 14751 to 14768 were written to cover pending bills. We are still within our budget for the year.

Because of the pandemic, our library has been closed to pedestrian traffic. Thus less staff is needed to conduct our affairs and activities. Expenses will be up a little as the library opens. Financially we are doing just fine.

MOTION made by S. Boone to accept the Treasurer's Report as presented. SECONDED by K. Gregory. MOTION PASSED BY A SHOW OF HANDS.

V. OLD BUSINESS:

- A. August Fire Inspection compliance update- Danke- We are compliant now.
- B. New reading area furniture - Gentges/Albrecht  
Pictures will be sent out with the Thank You's to the donors.
- C. Yearly report - Danke -  
The report is done and given to the Village and the two Townships.
- D. Benefactor recognition - Gregory  
Discussion was held as to the installation of permanent plaques recognizing donors and memorials. It was decided that recognition be given in the yearly report and also by "Thank You's".

E. Annual financial audit and list of members, term ends and officers to be sent to appointing governing bodies. -Danke- This has been done.

**VI. NEW BUSINESS**

- A. Posting for new trustee from the Village of Suttons Bay to replace Sue Gentges. Director Danke will place an article in the Leelanau Enterprise expressing our need!
- B. Appointment of Library Director and Treasurer to begin work on next year's budget to be presented to the board in April. This will be done and will be voted on in May.
- C. Foster Swift Policy and Procedure (P&P) SBBDL BYLAWS review. (5 pages)  
Board Discussion
- D. Plan for P&P sectional approval.  
Approval was postponed to March on Article VII.

**VII. REPORTS**

- A. Library Director's Report - Danke- See attached. Also added:
  - 1. No Public in person meetings at least until after March 29.
  - 2. We are operating at 30% capacity including staff.
  - 3. We are at stage 2 meaning open to public from 10 to 2 p.m.
  - 4. Wish list: better entry protection, outdoor patron usage, sound deadening inside and new furniture in the youth area.
- B. Friends - Shannahan-
  - 1. Changes in the Chamber of Commerce Art Fair will affect the Friend's Book Fair.
  - 2. There are not a lot of books to sell due to Co-vid plus lack of workers.
  - 3. Considering more online presence.
  - 4. Next meeting via zoom on Tues. Feb. 25 at 5:00 p.m.
- C. Townships and Village Reports - Graves/Albrecht, Gentges/Boone, Coulter/Gregory  
Graves reported that she will be a representative for SB Township until 2025.
- D. Chamber of Commerce Report - Danke- None
- E. Landscaping and Maintenance - Danke - Nothing at this point
- F. BOT Final Comments - All- No Additional Comments
- G. Public Comments - None present

**VIII. MOTION TO ADJOURN:**

MOTION TO ADJOURN was made by S. Boone and SECONDED by S. Gentges.  
MOTION PASSED unanimously by hand count. MEETING ADJOURNED AT 11:22 A.M.

NOTE: Next regularly scheduled meeting, MARCH 17, 2021 AT 9:30 A.M. QUORUM REQUIRED. Contact Boone (231-409-0524) if unable to attend.

## **DIRECTOR'S REPORT: February 2021**

### **COVID-19 Preparedness & Reopening**

#### **Timeline**

March 16: Library closed due to COVID-19 health emergency

June 8: Library reopened for curbside pick-up only

July 6: Library building/curbside full hours

Aug 10: MeLCat interlibrary loan resumes

Oct 1: Thursday evening hours resume as curbside pick-up only, limited group meeting space available

Nov 19: Return to curbside pick-up only full hours

Feb 1: Reopened library building limited hours/curbside full hours

?March 17: Earliest proposed date for library building/curbside full hours

?April 1: Earliest proposed date for in-person programming

#### **Current Operations**

Stage 2 – Open to Public, Limited Operations

#### **Executive Orders**

February 8 through March 29: MDHHS Masks & Gatherings order 'renewed'

-The concept is to mitigate community spread.

-Guidelines for libraries remain the same as the last MDHHS Order

Libraries/museums may be open, with masking/distance/cleaning COVID-19 safety guidelines, at 30% capacity (35 people at SBDL). Strict gathering guidelines. No in-person Board meetings.

#### **Other considerations for library operations**

-Per MI Safe Start metrics ([www.mistartmap.info](http://www.mistartmap.info)) Leelanau County is currently at about 7% test positivity

-Vaccine roll out (Vaccines for staff over 65 are in progress, other library staff on BLDHD's 'business list' for vaccinations without a specific timeline)

-Staffing levels

#### **Statistics**

**Jan 2021 total circulation: 1809**

SBDL physical items: 915

UpNorth Digital: 709

MeLCat: 185

**Jan 2020 circulation: 2798**

SBDL physical items: 2128

UpNorth Digital: 454

MeLCat: 216

### **Youth Services/Programming**

Weekly virtual preschool story times

March: STEM kits roll out

April/May:

-Prepping for a possible combination of virtual & in-person story times (children's floor seats, Friends tent, Community Room clean up in March)

-Possible site visits to promote story times, Ready to Read initiatives and summer reading program

Upcoming: Summer reading program planning is underway

### **Adult Services/Programming**

January: Leelanau Community Movie "Neither Dog Nor Wolf" (78 attendees)

February: Cooking series with Abra Berens (about 130 attendees per session)

Upcoming:

-May do an April virtual series with MSU Extension

-Friends outdoor kits

### **Daily Operations & Staffing**

-We can request nearly \$4000 for library enhancement & continuing ed grants from the Northland Library Cooperative each fiscal year. Requested \$2500 for digital materials (Overdrive eBooks & eAudiobooks), \$500 for Spanish/English story times, and \$110 for Fall Youth Institute continuing ed from NLC so far. The library still has \$436.24 available for library enhancement grants and \$390 available for continuing education grants.

-Magazine/newspaper subscriptions renewed

-Staff trained on Libby app which is used to access our digital collection

-Annual State Aid report submitted

### **Facilities**

-Furniture installation

-Community Room clean up in March

-Drop box will need repair in spring

-Wish list: entryway issues (icy area by front door and better protection of drop box from the elements), outdoor patron use/programming space, sound deadening, youth area update in 2022

### **Local/Library Community**

Chamber of Commerce: School updates, decided against Chilly Fest 2021, planning for Art Fair 2021, outreach improvements (website, social media, newsletter, summer walking map), looking for summer visitor center space, Bill Perkins looking for people to get involved in winter recreational offerings in the Village and he's coordinating Art Fair

*Respectfully submitted by Danielle 'Nellie' Danke, February, 2021*