

February 17, 2021 AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting via ZOOM
February 17, 2021 9:30 am.

I. CALL TO ORDER and ROLL CALL

II. AGENDA CHANGES and APPROVAL

III. PUBLIC COMMENTS

IV. SECRETARY'S REPORT - Coulter

V. 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.

VI. OLD BUSINESS

- A. August Fire Inspection compliance update -Danke
- B. New reading area furniture - Gentges/Albrecht
- C. Yearly report - Danke
- D. Benefactor recognition - Gregory
- E. Annual financial audit and list of members, term ends and officers to be sent to appointing governing bodies
- F.

VII. NEW BUSINESS

- A. Posting for new trustee from the Village of Suttons Bay to replace Sue Gentges
- B. Appointment of Library Director and Treasurer to begin work on next year's budget to be presented to the board in April
- C. Foster Swift Policy and Procedure (P&P) SBBDL BYLAWS review - 5 pages
- D. Plan for P&P sectional approval
- E.

VIII. 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

IX. MOTION TO ADJOURN — Boone

Note: Next regularly scheduled meeting, MARCH 17, 2021. 9:30 AM
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.