

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

MEETING MINUTES - JANUARY 20, 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 January 20, 2021 at 9:36 a.m.

I. ROLL CALL OF TRUSTEES: QUORUM PRESENT

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

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

III. PUBLIC COMMENT: None

IV. SECRETARY'S REPORT: Coulter- Add specific amount of \$5,172.50 as down-payment on new furniture for reading area payable to Interphase Interiors. MOTION made by S. Albrecht and SECONDED by K. Gregory to AMMEND THE DECEMBER 16, 2020 SECRETARY'S REPORT. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Gregory (aye). MOTION CARRIED.

V. TREASURER'S REPORT: Graves (as presented in absence)

During the month of December our financial balance increased by \$77,614. 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 nineteen to cover payroll. Checks 14740 to 14750 were written to cover pending bills. We are still within our budget for the year. OUR ANNUAL AUDIT HAS BEEN COMPLETED AND THERE WERE NO SIGNIFICANT ISSUES. MOTION made by Boone to accept the Treasurer's report as presented. SECONDED by Albrecht. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Gregory (aye). MOTION CARRIED.

VI. OLD BUSINESS

- A. August Fire Inspection compliance update: Danke- Note there was no problem with some welding as previously stated. There are still some items that need to be removed.
- B. New reading area furniture with Friends: Gentges, Albrecht - February 12, 2021 is anticipated delivery date. Present furniture will be donated to Samaritan's Closet of LCN.
- C. Yearly report: Danke - In progress
- D. Thank You Notes to New Furniture Benefactors: Awaiting arrival of furniture for pictures to send to donors. Gregory will work on type of plaque for recognition and monetary amounts for future donations.

VII. NEW BUSINESS

- A. Snow Removal - Danke- See Director's report: Person is hired.
- B. Library hours and policy going forward - Danke- See attached Director's report. Summary: Hours are 10-2:00 for curbside delivery. Library workers are in category 1c for vaccinations. As of Feb.1st. staff working in Pods if executive orders are

lifted. MOTION made by Boone to accept changes made by Director Danke as to the new hours of operation of the library. SECONDED by Gentges. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Gregory (aye) MOTION CARRIED.

- C. January election of officers: MOTION made by Coulter to keep the current roster of officers. SECONDED by Albrecht. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Gregory (aye).
- D. Annual financial audit and list of members, term ends and officers to be sent to appointing governing bodies.

VIII. OTHER REPORTS:

- A. Library Director's Report: Danke- See Attached
- B. Friends: Shannahan - Next meeting by Zoom on Tuesday, Jan 26 at 5:00 p.m.
- C. Townships and Village Reports: Graves/Albrecht (no report) Gentges/Boone reported that there is a new person on Village Council. Coulter/Gregory (no report)
- D. Chamber of Commerce Report: Danke- New President on the Chamber.
- E. Landscaping and Maintenance: Danke- No report
- F. BOT Final Comments: All- None
- G. Public Comments: None

- IX. MOTION TO ADJORN : Boone made motion to adjourn meeting. Albrecht SECONDED the motion. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Gregory (aye). MOTION CARRIED. MEETING ADJOURNED AT 10:32 a.m.

RESPECTFULLY SUBMITTED;
Jeannie Coulter, Secretary

NOTE: Next regularly scheduled meeting, February 17, 2021 at 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: January 2021

COVID-19 Preparedness & Reopening

Timeline

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

June 8: Library reopened for curbside only service

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 only for full hours

Feb 1: Proposed date to open library building limited hours/curbside full hours (restores in person browsing, computer use)

March: Earliest proposed date for in-person programming

Current Operations

Stage 3 – Closed to Public, Limited Operations

Executive Orders

MiOSHA: Workplace guidelines

MI Legislature: Remote meetings OK'd through March

MDHHS: "Pause" EO in effect starting Nov 18 extended on January 13 until February 1

Work from home, as possible. Libraries/museums may be open, with all other COVID-19 safety guidelines, at 30% capacity (35 people at SBDL). The concept is to mitigate community spread.

Metrics for restart of "Pause"

1. Share of hospital beds with COVID-19 patients

2. COVID-19 case rates

3. Percent positivity

These stats can be found at www.mistartmap.info and www.bldhd.org/coronavirus-covid-19

4. New virus mutation

Other considerations for library operations

-Vaccine roll out (Over 65, library staff not included in any critical phases from MDHHS)

-Staffing levels

Statistics

Dec 2020 total circulation: 1620

SBDL physical items: 860

UpNorth Digital: 609

MeLCat: 151

Dec 2019 circulation: 2195

SBDL physical items: 1603

UpNorth Digital: 441

MeLCat: 151

Youth Services/Programming

- Weekly online preschool storytimes
- Celebrating Families Kits books/activity kits
- STEM Kits purchased with an area grant that included SBBDL. Looking at cart (\$300) or other storage ideas.
- Planning for Spring. Possible combination of online & in-person storytimes. Looking at cushions for storytime spacing (\$800). Possible school visits to promote storytimes, summer reading program, Ready to Read initiatives.
- Mary is learning about Summer Reading

Adult Services/Programming

- Possible \$500 donation from local family to focus on books about local Native American history
- Jan 24-30: Leelanau Community Movie "Neither Dog Nor Wolf" home viewing
- Feb 4: Leelanau Community Movie Zoom film discussion with director
- Mondays in Feb: Cooking series with Abra Berens

Daily Operations & Staffing

- Snow/ice removal: Contract signed with Patrick Panyard
- Jane is recuperating after injury
- Revamped schedule without work pods
- Remote work policy in place (covid plan)
- No/minimal contact: Marty, Therese & other contractors, Board & volunteer tasks
- New staff computers installed
- Book drop box temporary repairs to be made by volunteer is on hold

Local/Library Community

Chamber of Commerce: New Chamber president is Michael Campbell. Discussed school updates, DDA, website & social media improvements, more outreach to business & residents, Chilly Fest, 2021 calendar of events

LOM: Biweekly meetings have resumed. Discussed MI budget, MI Opioid Response, guns in libraries, annual reports, newest MDHHS orders, vaccine roll out, SB 22 (millage elections limited to Nov.)

Etc.

Feb 1: Annual report for patrons/Annual report for state will be done together this year

Feb 12: New furniture installation date. May need to open late or close early.

Respectfully submitted by Danielle 'Nellie' Danke, January, 2021