

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

MEETING MINUTES - MARCH 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 March 17, 2021 via ZOOM at 9:34 a.m.

**ROLL CALL OF TRUSTEES: QUORUM PRESENT**

**PRESENT:** S. Boone, S. Gentges, K. Gregory, B. Graves, J. Coulter. Absent excused 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 Graves. VOICE APPROVAL. 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 APPROVAL. MOTION CARRIED.

IV. **TREASURER'S REPORT:** Graves -

During the last twelve months our financial balance increased by \$98,000. This is in part because the library has been closed a good deal due to the pandemic which reduced many expenses such as payroll, supplies and utilities. There were no unusual bills or expenses. There were three electronic transfers to pay utility bills, one for monthly Zoom fees and thirteen to cover payroll. Checks 14769 to 14788 were written to cover pending bills. We are beginning the budgeting process for the year beginning July 1, 2021. Expenses will be up a little as the library opens. Financially we are doing just fine. MOTION made by S. Boone to approve the treasurer's report. Second by K. Gregory. VOICE APPROVAL. MOTION CARRIED.

V. **OLD BUSINESS:**

A. Progress on annual budget to be presented to the BOT on April 21. According to Treasurer Graves, the budget will be ready.

B. **Community room clearing and usage-Danke-**

By April 1, the community room will be cleaned and available for groups up to 25 people with masks and social distancing. According to the size of our room, it will accommodate 13 people. Other possibilities:

1. Tutoring groups

2. In person story time in May with families included. Pre-registration will be required. (We have 7 to 12 families that tune in now)

3. Further decisions on room usage will be discussed in April.

4. Possibility of using a tent in the summer.

VI. **NEW BUSINESS**

A. In person board meetings: This will be a possibility as soon as the Community meeting room is upgraded with a projector and screen. Out-door meetings are a possibility as weather permits.

B. Appointment of library director evaluation committee: S. Gentges, K. Gregory and S. Albrecht will make up the committee and will present it in April. S. Boone, J. Coulter and B. Graves to review budget before budget presentation.

C. Foster Swift Policy and Procedures (P&P SBBDL BYLAWS) review of 5 pages. MOTION made by K. Gregory to approve changes as discussed. SECONDED by S.Gentges. MOTION PASSED BY VOICE APPROVAL.

a. Circulation policy, children and adult section will be reviewed next month with K. Gregory, director Danke and staff to review before next meeting and make suggestions.

#### VIII. REPORTS

- A. Library Director's Report- Danke- See Attached
- B. Friends - Shannahan- The Friends are exploring the possibility of putting together bags for distribution containing nature items and a notebook. Donations of books will start up soon and a book sale will take place as details are being solidified.
- C. Townships and Village Reports - None
- D. Chamber of Commerce Report- Danke reported that there will be an outreach packet to new residents to include a library brochure.
- E. Landscaping and Maintenance- Danke- Nothing new to report.
- F. BOT Final Comments- J. Coulter will be gone in May. K. Gregory will act as secretary.
- G. Public Comments- None

IX. MOTION TO ADJOURN S. Boone made the MOTION TO ADJOURN. GRAVES SECONDED THE MOTION. MEETING ADJOURNED AT 10:05 a.m. by VOICE APPROVAL.

Respectfully submitted:  
Jeannie Coulter secretary

Note: Next regularly scheduled meeting, April 21, 9:30 a.m.  
Quorum required. Contact Boone (231-409-0524) if unable to attend.

## **DIRECTOR'S REPORT: March 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: Library building limited hours/curbside full hours

March 1: Library building/curbside full hours (no Thursday evenings)

April 1: Proposed date for group meetings (Community Room at 13 person capacity, masking/distancing/cleaning)

May 1: Proposed date for in-person programming, propose/define volunteer/Friends roles to resume

#### **Current Operations**

Stage 2 – Open to Public, Limited Operations

#### **Executive Orders**

March 5 through April 19: MDHHS Masks & Gatherings order 'renewed'

-Libraries/museums may be open, with masking/distance/cleaning COVID-19 safety guidelines, at 50% capacity (58 people at SBDL).

-Indoor gatherings of 25 allowed with masking & social distancing required.

-Virtual Board meetings are allowed for any reason through March 31. Virtual Board meetings are allowed if an emergency, disaster or public health order is in force at the group's meeting area until December 31.

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

-MI Safe Start metrics ([www.mistartmap.info](http://www.mistartmap.info)) Leelanau County is currently at about 4% test positivity

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

-Staffing levels

### **Statistics**

**Feb 2021 total circulation: 2033**

SBBDL physical items: 1220

UpNorth Digital: 654

MeLCat: 159

**Feb 2020 circulation: 2546**

SBBDL physical items: 1942

UpNorth Digital: 441

MeLCat: 163

### **Youth Services/Programming**

March: STEM kits roll out

April: Prepping for in-person programming

May: In-person story times and possible site visits to promote library services

Upcoming: Summer reading program planning is underway

TumbleBooks, a new digital collection for youth levels K-6

### **Adult Services/Programming**

April/May: Dinner with Friends with Abra Berens virtual program

April/May: Tech Topics with Steve Stanton virtual program

Upcoming: Friends outdoor kits

Keep promoting Up North Digital Collection

Refreshed magazines & newspaper offerings

### **Daily Operations & Staffing**

-Slow & steady increase in use since March 1

-Cross-training of circulation staff continues

-Assistant Director on medical leave through March, at least

### **Facilities**

-Community Room clean up in progress

-Alarm system inspection by Summit is done

-Repair & maintenance to public toilet, water fountains done

-Carpet & tile cleaning scheduled for May 15

-Drop box will need repair in spring

-Other improvements: water bottle filler, ceiling mounted projector & screen in Community Room

-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: Outreach to new business & residents

Federal library funding: Libraries eligible for American Rescue Plan Act (ARPA) of 2021 funds. The Institute of Museum and Library Services received \$200 million, the largest single increase in the agency's 25-year history.

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