

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

MEETING MINUTES - APRIL 21, 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 APRIL 21, 2021 at 9:31 a.m.

I. ROLL CALL OF TRUSTEES: QUORUM PRESENT

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

Also present: Library Director, Nellie Danke and J. Shannahan, President of SBBDL Friends.

II. AGENDA CHANGES AND APPROVAL:

1. **UNDER C. NEW BUSINESS:** Change Personnel Heading

2. **CHANGE** regular meeting time for the May Meeting from 9:30 a.m. to 9:00 a.m.

MOTION made by Boone to accept the agenda as presented. **MOTION SECONDED** by Graves. **VOICE ROLL CALL:** Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). **MOTION CARRIED.**

III. PUBLIC COMMENT: None

IV. SECRETARY'S REPORT: Danke suggested that capacity of community room be eliminated. **MOTION** made by S. Boone and **SECONDED** by B. Graves to **AMMEND** THE March 17, 2021 **SECRETARY'S REPORT.** **VOICE ROLL CALL:** Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). **MOTION CARRIED.**

V. TREASURER'S REPORT: Graves

During the last month, our financial balance has changed very little. There were no unusual bills or expenses. There was one electronic transfer to pay taxes, one for a utility bill, one for monthly Zoom fees and twelve to cover payroll. Checks 14789 to 14808 were written to cover pending bills. Most of the work has been completed on the budget. Expenses are up a little because we are open. Financially we are doing just fine. **MOTION** made by Boone to accept the Treasurer's report as presented. **SECONDED** by Gentges. **VOICE ROLL CALL:** Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). **MOTION CARRIED.**

VI. OLD BUSINESS

A. In person board meetings: Meetings will remain virtual for now. Virtual allowed until until Dec. 31, 2021 according to local emergency order passed by the local village municipality. (See Director's report attached for clarification).

B. Community room clearing and usage - Danke: She had considered a projector and screen but is now looking into a large wall-mounted TV, lap-top, sound bar and speakers which would be less expensive. Book shelves used by the Friends would have to be re-configured. Further discussion in May.

VII. NEW BUSINESS

A. Proposal for annual budget: Graves, Coulter, Boone- Change suggested under salaries; K. Gregory suggested that we give our Director N. Danke a \$2,000 raise and a bonus of \$1,500 based on additional co-vid work. **MOTION** made by B. Graves as stated above and **SECONDED** by K. Gregory. **VOICE ROLL CALL:** Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). **MOTION CARRIED.**

B. Proposal for Director's evaluation. Gentges, Gregory, Albrecht- MOTION made by S.Albrecht that we accept Director N. Danke's evaluation as presented. SECONDED by S. Boone.VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.

C. Personnel

1. Benefits -All:

a. MOTION made by S. Boone that the words "health insurance " be removed from the Benefit section in the Policy Book. SECONDED by S. Gentges. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.

b. MOTION made by J. Coulter to add to Personnel Benefits section "negotiated stipend towards health insurance will be offered". SECONDED by K. Gregory. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.

2. Changes in Personnel - Danke

a. Jane Suppes has resigned as full time Assistant Director. She will now work part-time at the circulation desk with a wage of \$17.50 for a 13 hour week when a replacement is hired.

b. Erica Chadwick, who has worked part-time at the circulation desk was interviewed and will be offered the full-time position of Assistant Director pending a back-ground check. Her wage will be \$17.50 per week for a 32 hr. week. SEP will be available after 90 days in this position.

c. MOTION made by J.Coulter to accept the above changes to Personnel. SECONDED by K.Gregory. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.

VIII. OTHER REPORTS:

A. Library Director's Report: Danke- See Attached
Landscaping and Maintenance

B. Friends: Shannahan - Next meeting by Zoom on Tuesday, April 27 at 5:00 p.m. See Library web-site for connection.

C. Townships and Village Reports: Graves/Albrecht
Albrecht reported that the Soccer field will be going in at Herman Township Park.
Gentges/Boone (No Report). Coulter/Gregory (no report)

D. Chamber of Commerce Report: Danke- No Report

E. BOT Final Comments: All- J. Coulter will be out of town for the May Meeting. K. Gregory will act as recording secretary

F. Public Comments: None

IX. MOTION TO ADJORN : Boone made motion to adjourn meeting. SECONDED by K. Gregory. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B.Graves. Gregory (aye). MOTION CARRIED. MEETING ADJOURNED AT 11:20 a.m.

RESPECTFULLY SUBMITTED;

Jeannie Coulter, Secretary

NOTE: Next regularly scheduled meeting, May 19, 2021 at 9:00 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: April 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 (no Thursday evenings)

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: Community room available for small group reservations (13 person capacity)

May 1: Proposed date for in-person programming (begin with story times only)

Current Operations

Stage 2 – Open to Public, Limited Operations

Executive Orders

March 22 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. Some exceptions were made on the March 31 amendment.

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

April 2: SB Township declared a State of Emergency due to pandemic until December 31.

Other considerations for library operations

-MI Safe Start metrics (www.mistartmap.info) Leelanau County is at about 10% test positivity as of April 9

-Vaccine roll out (All community members 16 and over now eligible, all library staff fully vaccinated by early May)

-Library staffing levels have improved

Statistics

March 2021 total circulation: 2682

SBDL physical items: 1770

UpNorth Digital: 723

MeLCat: 189

March 2020 circulation*: 1911

SBDL physical items: 1290

UpNorth Digital: 517

MeLCat: 104

**No physical items circulated March 16-June 7 2020*

Youth Services/Programming

- STEM Kits are circulating
- TumbleBooks (a new digital collection for youth levels K-6) is live

Upcoming in May:

- Virtual caregiver program with Parenting Communities
- Proposed in-person preschool story times

Preregistration of 6 families only in case story time is held indoors. Preview at 9:30am via FB Live. Held outside at 10:30am (weather permitting) with masking, distancing & cleaning in place. No shared objects, only take & make crafts. Cancellation if there are daycare/preschool/elementary school closures in area.

May 18: Special virtual story time with 4-H

- Possible site visits to promote library services, Summer Reading Program

Adult Services/Programming

April/May: Dinner with Friends with Abra Berens Zoom

May: Tech Topics with Steve Stanton Zoom

Upcoming:

- Library telescope
- Friends Explorer Backpacks

Daily Operations & Staffing

Assistant Director resignation, internal search in progress

Facilities

-Carpet & tile cleaning scheduled for May 15

-Tech Upgrades in Community Meeting Room

TADL and ASCOMNorth (tech contractors) both recommend a wall mounted large screen TV with soundbar for projection with laptop, rather than ceiling mounted screen, speakers and projector to use with laptop. Good for presentation, small video chats. Larger video meetings possible, but not high quality. Placement would be on south wall - bookshelves would need to be moved. Could add on a converter for projecting iDevices and subwoofers for better sound. Library will receive an estimate by April Board meeting.

-Leelanau Plumbing will install water bottle filler when parts come in. \$600

-Drop box will need repair

-Wish list: Main entry improvements, outdoor patron use/programming space, sound deadening, youth area update in 2022

Local/Library Community

-Send copies of Library budget & annual report together to townships & Village?

-American Library Association annual State of America's Libraries Report

This is an annual summary of trends, statistics and issues affecting all types of libraries during the previous calendar year. There's a copy in the library, or use this link if you'd like to read this report.

<http://www.ala.org/news/sites/ala.org.news/files/content/State-of-Americas-Libraries-Report-2021-4-21.pdf>

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