

June 16, 2021 REGULAR MEETING PROPOSED AGENDA

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting LIBRARY COMMUNITY ROOM
June 16, 2021 9:30 am.**

- I. CALL TO ORDER and ROLL CALL**
- II. AGENDA CHANGES and APPROVAL**
- III. PUBLIC COMMENTS**
- IV. SECRETARY'S REPORT - Couturier/Gregory**
- V. TREASURER'S REPORT - Graves**

During the month of May our financial balance decreased by approximately \$3,200. There were no unusual or unexpected expenses. There were three electronic transfers to pay utility bills, one for monthly Zoom fees, and fourteen to cover payroll. Checks 14823 to 14844 were written to cover pending bills. We are still within our total budget for the year. We will make adjustments for some unexpected expenses at our next meeting. (Covid related purchases)

- VI. OLD BUSINESS**
 - A. Community room audio/visual - Danke**
 - B. Director's new contract - Boone**

- VII. NEW BUSINESS**
 - A. Foster Swift Policy and Procedures - All**
 - 1. Use of community room - All (video from Foster Swift)**
Display case and bulletin boards

2.

B. Personnel policy & procedures - Gentges,Albrecht,Boone, Danke

C.

D.

VIII. REPORTS

A. Library Director's Report — Danke

Landscaping and Maintenance

B. Friends — Shannahan

C. Townships and Village Reports -

Graves/Albrecht, Gentges/Boone, Coulter/Gregory

D. Chamber of Commerce Report

E. BOT Final Comments — All

F. Public comment

IX. MOTION TO ADJOURN — Boone

Note: Next regularly scheduled meeting, July 21, 2021 at 9:30 AM
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.