

SUTTONS BAY-BINGHAM DISTRICT LIBRARY BOARD OF TRUSTEES
Special Meeting to Review the Budget

MEETING MINUTES – May 19, 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 May 19, 2021 at 9:01 a.m.

- I. Roll Call of Trustees: Quorum Present.
PRESENT: S. Albrecht, S. Boone, S. Gentges, K. Gregory, B. Graves. Excused: J. Coulter
Also present: Library Director, Nellie Danke and Len Wawrzyniak, SBBDL Friends.

- II. Agenda changes and approval:
MOTION made by Boone to accept the agenda as presented. MOTION SECONDED by Graves. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

- III. Motion Albrecht to proceed with regular meeting and suspend special meeting until public arrives. Gentes Seconded. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED. Special meeting suspended.

- IV. Special meeting reopend 9:30. Motion by Boone to end special meeting at 9:30. Seconded by Albrecht. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED. Meeting ended at 9:30.

SUTTONS BAY-BINGHAM DISTRICT LIBRARY BOARD OF TRUSTEES

MEETING MINUTES – May 19, 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 May 19, 2021 at 9:10 a.m.

I. Roll Call of Trustees: Quorum Present.

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

Also present: Library Director, Nellie Danke and Len Wawrzyniak, SBBDL Friends.

II. Agenda changes and approval:

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

III. Public Comment: None.

IV. Secretary's Report:

Motion made by Boone to approve minutes. Motion seconded by Gentes. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

V. Treasurer's Report: Graves

During the last month, our financial balance has had very little change. There were no unusual bills or expenses. Check number 14809-14822 were written to cover expenses. Financially, we are doing fine. Boone moved to accept Treasurer's Report as presented. Albrecht seconded. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

VI. New Business

A. The new budget for 2021-2022 was presented. Boone made motion to accept. Gentes Seconded. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

B. Gentes moved to authorize expenditures of 2021-2022 budget. Albrecht seconded. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

C. Cleaning Contract. Will continue with current person with 3 percent increase.

D. Foster Swift Policy and Procedures

a. Children and Vulnerable Adults

Gregory reported committed results to modify ages for children in library. Recommended background checks for all staff and volunteers. Discussion followed. Committee was formed to address personnel and volunteer policy. Committee members are Albrecht, Gentes, Boone, along with Director Nellie Danke. Boone moved we accept policy modifications for Children and Vulnerable Adults portion of the document (see attached). Gentes Seconded. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

- E. Updated Gatherings and Face Mask order of May 14
Erica reported people complying with masks in library. MIOSHA order unclear.
Nellie Danke will investigate current order and implement. Agreement that unvaccinated patrons continue to wear masks at this time.

VII. Reports

- A. Library Director's Report: Danke. See Attached. We are in stage 2 limitations for operation for COVID. April had 2,000 more items circulate this year than last. Youth services will be outdoor with 5 minute session on facebook to entice and invite young patrons and families. Adult programs will remain virtual at this time.
- B. Friends: Wawrzyniak. The Friends of the Library will once again host a book sale during the art fair. They have also funded Pre-Teen Explorer Bags. The Little Libraries are busy!
- C. Township Reports:
Suttons Bay Township: Albrecht reported Herman Park is moving forward.
Suttons Bay Village: Boone/Gentes: Vandalism in parks. Installing cameras.
Bingham Township: no report
Motion to Adjourn: Boone made motion to adjourn. Seconded by Gregory. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Gentes (aye), Graves (aye), Gregory (aye). MOTION CARRIED. Meeting adjourned 10:23.

Respectfully submitted.

Kara Gregory, Trustee

NOTE: Next regularly scheduled meeting, June 16, 2021 at 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: May 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: Outdoor story times begin
- June 1: Move to 24 hour quarantine of materials

Current Operations

Stage 2 – Open to Public, Limited Operations

Executive Orders

- April 19 & May 4 & May 14: MDHHS Masks & Gatherings order renewals
- Current Information (as of May 19)
 - 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 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.)
 - A good faith effort must be made by caregivers to ensure that children age 2 and up wear a face mask in indoor public settings (the age had previously been 5 and above).
 - Individuals in groups of up to 100 meeting outdoors to be unmasked.
 - Fully vaccinated individuals may be unmasked in indoor residential or public settings

Michigan reached the 55% vaccinated milestone May 10, which means that, per Governor Whitmer's "MI Vacc to Normal" plan, in two weeks, or beginning May 24 the mandate on remote work should be lifted.

Statistics

April 2021 total circulation: 2681
SBDL physical items: 1798
UpNorth Digital: 688
MeLCat: 195

April 2020 circulation*: 689
SBDL physical items: 16
UpNorth Digital: 673
MeLCat: 0

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

Youth Services/Programming

- Outdoor story times going well
- May 18 virtual program with 4-H to enhance horse-themed story time
- Virtual "Baby Bounce" sessions on Facebook
- Story time visits to in home day cares
- June 3 SB elementary school classroom visits to promote Summer Reading Program
- Summer Reading Program calendar being finalized

Adult Services/Programming

May Dinner with Friends with Abra Berens = 20 participants

May Tech Topics with Steve Stanton = 26 participants

Upcoming:

- Library telescope
- Friends Explorer Backpacks

Daily Operations & Staffing

- Adjusting to new roles & schedule with staff changes

Facilities

- Carpet & tile cleaning done
- Tech Upgrades in Community Meeting Room
*Estimate from ASCOMNorth ranges from \$2568 - \$4350 to purchase and install a flat screen TV with HDMI input and soundbar. Options include size of TV and addition of wireless HDMI transmitter/receiver. No tax or electrical/internet upgrades included. A new laptop will also need to be purchased at a cost of \$800-\$1600.
Maximum estimate: \$6500*

- 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

- SB Chamber: No June art/wine walk, exhibit of student artwork in local businesses this summer (library volunteered as an exhibit space) , new social media contractor hired

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