

July 21, 2021 REGULAR MEETING PROPOSED AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting LIBRARY COMMUNITY ROOM
Available on Zoom
July 21, 2021 9:30 am.

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

During the month of June our financial balance decreased by approximately \$3,200. There were no unusual or unexpected expenses. There were two electronic transfers to pay utility bills, one for monthly Zoom fees, and twenty two to cover payroll. Checks 14845 to 14862 were written to cover pending bills. We are still within our total budget for the year. Yearend adjustments to the 2020-2021 budget are in a separate report. These are minimal and mostly created by unexpected covid library changes.

VI. OLD BUSINESS

- A. Community room audio/visual - Danke**
- B. Director's new contract - Boone**
- C. Drop box repair**
- D. Policies and Procedures**
 - 1. Use of community room, display case and bulletin boards**
 - 2. Personnel Policy and Procedures - employee benefits**

VII. NEW BUSINESS

- A. Address expenses over budget. Graves
Suttons Bay Bingham Library Y/E 6/30/21 Modifications to
budget

July 21, 2021

#931 Repair and Maintenance - Add \$1,500 to budget for modifications to facility for Covid.

New total - \$4,500.00

#802 Insurance Prop and Liab - Add \$400 for cost of insurance. New total #3,200. Actual cost #3,163

#730 Maintenance and Supply - Add #1,300 to budget for ongoing Covid protection costs. New budget total \$2,300. Such items as hand sanitizers, masks, etc.

- B. Bulletin Board request - Danke
- C.

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, August 18, 2021 at 9:30 AM
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.