

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

MEETING MINUTES- JUNE 16, 2021 VIA ZOOM IN ACCORDANCE TO THE OPEN MEETINGS ACT.

I. CALL OF MONTHLY MEETING TO ORDER:

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on June 16, 2021 via Zoom at 9:34 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S. Albrecht, S.Boone, J.Coulter, S.Gentges, B.Graves (arrived 9:40 a.m.), (K.Gregory, excused)

II. AGENDA CHANGES AND APPROVAL:

S. Boone noted that the Secretary's name was an error: Couturier should be Coulter. S. Boone moved that the agenda be accepted as changed. S.Gentges seconded. Roll call vote: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Agenda change approved as presented.

III. PUBLIC COMMENTS: None

IV. SECRETARY'S REPORT:

S. Boone moved that the May 19, 2021 minutes be approved. S. Gentges seconded. Roll call vote: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Secretary's Report approved as presented.

V. TREASURER'S REPORT: -Graves

1. Adjustments to the 2020 budget will be made in June.
2. There will be an increase in insurance by \$200.
3. 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). Boone moved that the treasurer's report be approved. Albrecht seconded. Roll call vote: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye). Treasurer's Report approved as presented.

VI. OLD BUSINESS:

A. Community room audio/visual - Danke
Work is in progress. The deadline is July 1 for completion.

B. Director's new contract - Boone
Boone spoke with attorney to update wording in the contract.

VII. NEW BUSINESS:

A. Foster Swift Policy and Procedures - All

1. Use of community room, display case and bulletin boards. -All- (video from Foster Swift was shared with staff according to Danke). The following topics were discussed: policies on usage of the community room and bulletin board, no commercial usage, fund raisers?, liability, hours of usage, use of key check-out (8:00-8:00 p.m. on weekdays and 8:00 to 2:00 p.m. on Saturday), cancellation, food (light refreshments with no food preparation), usage fees (no charge), length of time usage, clean/damage fees.

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

1. Discussion of part-time paid time off is tabled until July meeting.
2. Approval of "90 days" for SEP

VIII. REPORTS:

A. Library Director's Report: Danke - See full report attached.

1. Repair of book drop box was discussed
2. Landscaping and Maintenance- Friends weeded and some spraying.

B. Friend's - Shannahan

There will be a one day drop-off for used books on Saturday, June 26 from 11:00 to 12:30 p.m.

D. Township Reports: Graves/Albrecht, Gentges/Boone, Coulter/Gregory Nothing to report.

E. Chamber of Commerce Report: -Danke- Village is providing wide-internet. A media co-ordinator is being hired.

F. BOT Final Comments - All- None

VIII. MOTION TO ADJOURN

S. Boone made the motion to adjourn. S.Gentges seconded. Roll call vote: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye). Motion Carried. Meeting adjourned at 10:49 a.m.

RESPECTFULLY SUBMITTED:

Jeannie Coulter, Secretary

NOTE: NEXT REGULARLY SCHEDULED MEETING, July 21,2021 at 9:30 a.m.
Quorum required. Contact S. Boone (231-409-0524) if unable to attend.