

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

MEETING MINUTES -July 21, 2021. Meeting held in the community room of SBDL.

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 July 21, 2021 at 9:30 a.m.

I. ROLL CALL OF TRUSTEES: QUORUM PRESENT

PRESENT: S. Albrecht, S. Boone, J. Coulter(via Zoom), S. Gentges, K. Gregory (via Zoom), B. Graves. Also present: Library Director, Nellie Danke and J. Shannahan, President of SBDL Friends and Linda Glover.

II. AGENDA CHANGES AND APPROVAL:

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

III. PUBLIC COMMENT: Shannahan and Glover presented an update on the progress of the upcoming Friend's Book Sale on Aug. 8, 2021. Workers still needed.

IV. SECRETARY'S REPORT: Gregory noted the omission of the increase in insurance in the June minutes. MOTION made to by Gregory and SECONDED by Boone to AMMEND the June, 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 month of June, our financial balance decreased by approximately \$3,200. There were no unusual bills 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. Year-end adjustments to the 2020-2021 budget are in a separate report. These are minimal and mostly created by unexpected covid library changes. MOTION made by Boone to accept the Treasurer's report as presented. SECONDED by Gregory. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

VI. OLD BUSINESS

A. Community Room audio/visual - Danke

Cost: \$6,000. The room has already been used by the children's group and an educator for his class.

B. Director's new contract - Boone

The contract has been signed.

C. Drop Box Repair - Danke

A welder is needed and repair postponed to this fall.

D. Policies and Procedures

1. Use of community room, display case and bulletin boards.

Number of occupants in the room limited to 23.

Cost of using the room/ donation appreciated

More detail in attached Policy section

2. Personnel Policy and Procedures - employee benefits
Consider 50 hours part-time work = 1 hour off.
 - a. Gentes made a MOTION to table discussion and decision until spring when new budget is presented along with employee raises. Boone SECONDED THE MOTION. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.
 - b. BOONE made the MOTION to accept the POLICY AND PROCEDURE SECTION OF THE BY-LAWS. Albrecht SECONDED THE MOTION. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.
3. BOONE made the MOTION to accept the BULLETIN BOARD POLICY. GREGORY SECONDED THE MOTION. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges (aye), B. Graves (aye), Gregory (aye). MOTION CARRIED.

VII. NEW BUSINESS

- A. Address expenses over budget. Graves
Suttons Bay Bingham Library Year Ended 6/30/2021 Modifications to budget as of July21,2021.
 - #931 Repair and Maintenance - Add \$1,500 to budget for modifications to facility for Covid. New total - \$4,500.00
 - #802 Insurance Prop. And Lib. - Add \$400 for cost of insurance . New total \$3,200. Actual cost \$3,163.
 - #730 Maintence and Supply - Add \$1,300 to budget for ongoing Covid protection costs. New budget total \$2,300. Such items as hand sanitizer, masks, etc.
- B. Bulletin Board request - Danke
Request denied based on above Bulletin Board Policy. Albrecht will research further with Tribal Input.

VIII. OTHER REPORTS:

- A. Library Director's Report: Danke- See Attached
We are in full operation mode!
- B. Friends: Shannahan -see above
- C. Townships and Village Reports: Graves/Albrecht (Albrecht reported that work on the soccer fields at Herman Park continues. Further discussion on the marina on Peck Road.)
Gentges/Boone (Gentges reported that the Bay Theatre has received a liquor license.
Coulter/Gregory (no report)
- D. Chamber of Commerce Report: Danke- Discussion on obtaining village maps.
Sidewalk sale will be held the second week-end of August.
- E. BOT Final Comments: All-Our compliments to Miss Mary on the Children's Library program.
- F. Public Comments: None

- IX. MOTION TO ADJORN : Boone made motion to adjourn meeting. SECONDED by S. Albrecht. VOICE ROLL CALL: Albrecht (aye), Boone (aye), Coulter (aye), Gentges

(aye), B.Graves. Gregory (aye). MOTION CARRIED. MEETING ADJOURNED AT 10:45 a.m.

RESPECTFULLY SUBMITTED;

Jeannie Coulter, Secretary

NOTE: Next regularly scheduled meeting, August 18, 2021 at 9:30 a.m. Quorum required.
Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: July 2021

COVID-19 Preparedness & Reopening

Current Operations

Stage 1 – Open to Public, Full Operations

Timeline

March 16, 2020: Library closed due to COVID-19 health emergency

June 8, 2020: Library reopened for curbside pick-up only, with inside building hours and services increased throughout the summer and fall.

Nov 19, 2020: Return to curbside pick-up only full hours

Feb 1, 2021: Inside hours offered, with inside building hours services increased throughout the spring.

May 1, 2021: Outdoor story times begin; masking, materials quarantine & surface cleaning rules at the library relaxed throughout May and June.

June 22, 2021: COVID-19 restrictions lifted

Will need to remain flexible, but planning for fall in Stage 1.

Statistics

June 2021 total circulation: 3020

SBBDL physical items: 2197

UpNorth Digital: 679

MeLCat: 144

June 2020 circulation: 1443

SBBDL physical items: 851

UpNorth Digital: 592

MeLCat: 0

Youth Services/Programming

-Tails & Tales Summer Reading Program in progress. 89 kids signed up for the reading challenge of reading 15 minutes per day during summer reading period. Events still to come: Drummunity, Animal Fun with 4-H, Summer Reading Wrap-Up Celebration

- Outdoor Preschool Storytime runs through August 3. Will restart on August 24 after Ms. Mary's summer break.

-Events outside as much as possible through the summer

-Leelanau Montessori summer day camp library group visit July 15

Adult Services/Programming

-Adult programming planned return in fall, likely with a mix of online and in-person offerings. Fall programs may include: Leelanau Community Read, tech classes, Leelanau Energy & Consumers Energy outreach, Medicare/Medicaid Assistance Program

Daily Operations & Staffing

-Increased use of facility & resources

-17 Community Meeting Room reservations in June

Facilities

- Tech upgrades in Community Meeting Room done
- Window cleaning done
- Upcoming: Drop box repair
- Wish list: Main entry improvements, outdoor patron use/programming space, sound deadening, youth area update in 2022

Local/Library Community

- Chamber: Walking maps of SB available, sidewalk sales 2nd week of August

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