

September 15, 2021 REGULAR MEETING PROPOSED AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting LIBRARY COMMUNITY ROOM
Available on Zoom
September 15, 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 August our financial balance decreased by approximately \$17,600. There were no unusual or unexpected expenses.

There were three electronic transfers to a pay utility bills, one for monthly Zoom fees, and one to cover payroll taxes. Checks 14882 to 14892 were written to cover pending bills. We are well within our total budget for the year. We are in the process of setting a date to begin the annual audit with Tobin and Co.

VI. OLD BUSINESS

- A. Drop box repair - Fall 2021**
- B. Personnel Policy - Employee benefits by April 2022**
Albrecht, Gentges and Marilyn Riggs
- C. Annual Report - by November**
- D.**

VII. NEW BUSINESS

- A. Policies and Procedures Manual -ALL**

1. Circulation
- 2.

B. Yearly Board of Trustees calendar

C.

VIII. REPORTS

- A. Library Director's Report — Danke
Landscaping and Maintenance
- B. Friends — Shannahan
- C. Townships and Village Reports -
Graves/Albrecht, Gentges/Wawrzyniak /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, October 20, 2021 at 9:30 AM
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.