

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

MEETING MINUTES - August 18, 2021 Board of Trustees Meeting held in the LIBRARY COMMUNITY ROOM AND 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 AUGUST 18, 2021 at 9:30 a.m.

ROLL CALL OF TRUSTEES: QUORUM PRESENT

PRESENT: S. Boone, S. Gentges via ZOOM, K. Gregory via ZOOM, B. Graves, J. Coulter via ZOOM. Absent excused S. Albrecht

Also present: Library Director, Nellie Danke, J. Shannahan (Friend's President) and D. Wawarzniak.

I. **AGENDA CHANGES AND APPROVAL:** NONE were made. MOTION made by Boone to accept the agenda as presented. MOTION SECONDED by Gregory. RAISED HAND APPROVAL. MOTION CARRIED.

II. **PUBLIC COMMENT:** None

III. **SECRETARY'S REPORT:** Coulter - Additions or corrections.

A. Under OLD BUSINESS "Section D. 2 a " of Personnel Policy and Procedures - employee benefits should read: Gentges made a Motion to table discussion and decision of employee benefit section of Personnel Policy until spring when new budget is presented along with employee raises.

B. Under OLD BUSINESS "Section 3": Should read Boone made the MOTION to accept the BULLETIN BOARD AND MEETING ROOM POLICY.

MOTION made by Boone and seconded by Gentges to accept the secretary's report as amended. ROLL CALL: VOICE APPROVAL. MOTION CARRIED.

IV. **TREASURER'S REPORT FOR THE MONTH OF JULY 2021:** Graves - or

NOTE: Lawyer fee for Library Director's contract.

During the month of July our financial balance decreased by approximately \$3,200. There were no unusual or unexpected expenses. There was one electronic transfer to pay a utility bill, one for monthly Zoom fees and one to cover payroll taxes. Checks 14863 to 14881 were written to cover pending bills. We are well within our total budget for the year. MOTION made by Boone to accept the Treasurer's Report. SECONDED by K. Gregory. VOICE APPROVAL. MOTION CARRIED.

V. **OLD BUSINESS:**

A. Drop box repair: According to Director will take place this fall.

B. Personnel Policy: Committee consisting of Albrecht, Gentges and Marilyn Rigg will report back on "Employee benefits" by April 2022.

VI. **NEW BUSINESS:**

A. Policies and Procedures Manual-All

1. Boone made the MOTION that the BOARD ACCEPT THE POLICY ON AMERICANS WITH DISABILITIES ACT. SECONDED BY COULTER. ROLL CALL VOTE: Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

2. Boone made the MOTION that the BOARD ACCEPT THE POLICY ON PUBLIC COMMENTS. SECONDED BY GREGORY. ROLL CALL VOTE: Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye). MOTION CARRIED.

B. Annual Report- Danke- It was stated that this will be moved to OLD BUSINESS on next months agenda.

VIII. REPORTS

A. Library Director's Report- Danke- See Attached but note that masks will now be recommended.

B. Friends - Shannahan- President Jim Shannahan reported that the BOOK SALE made approximately \$4,800. He also stated that the Friend's Board meets on Tuesday at 5:00 p.m. in the Library. Library Board members are invited to attend and having a Board rep. present was discussed.

C. Townships and Village Reports - None

D. Chamber of Commerce Report- Danke reported that walking maps and wine tour maps will soon be available.

E. Landscaping and Maintenance- Danke- Nothing new to report.

F. BOT Final Comments-

1. Thanks were expressed to Sue Gentges for her dedication to the Board for the past 10 years. She will be leaving as soon as Debbie Wawarzniak has Village Board approval as a replacement.

2. NOTE: CIRCULATION POLICY WILL BE DISCUSSED AT THE SEPTEMBER MEETING.

G. Public Comments- None

IX. MOTION TO ADJOURN

S. Boone made the MOTION TO ADJOURN. COULTER SECONDED THE MOTION. MEETING ADJOURNED AT 10:31 a.m. by VOICE APPROVAL.

Respectfully submitted:
Jeannie Coulter, secretary

Note: Next regularly scheduled meeting, SEPTEMBER 15, 2021 AT 9:30 a.m.
Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: August 2021

COVID-19 Preparedness & Reopening

Current Operations

Stage 1 – Open to Public, Full Operations

Masks are recommended when visiting the library.

*It is recommended that all people over the age of 2 wear a mask when in public indoor settings, regardless of vaccination status. This recommendation, per the Benzie-Leelanau District Health Department and the CDC, is due to a SUBSTANTIAL level of transmission of the COVID-19 virus in Leelanau County. Please see www.bldhd.org for up-to-date information on the pandemic.**

*This is posted online, on our doors and in the library. We will be discussing this further at the upcoming staff meeting.

Current Michigan and Federal strategies are to provide information on the infection and virus and permit local areas to make their own determinations based on the available facts and science and CDC recommendations. The absence of mandates or regulations does not necessarily mean that a library should have no policies in place.

We need to remain flexible as changes with the pandemic occur.

Statistics

July 2021 total circulation: 3394

SBBDL physical items: 2569

UpNorth Digital: 675

MeLCat: 150

July 2020 circulation: 2623

SBBDL physical items: 1830

UpNorth Digital: 793

MeLCat: 0

Youth Services/Programming

- Summer Reading Program wrapped up August 6. Will be debriefing & getting final participation numbers with Mary this month. Overall, a successful first program by Mary.
- Preschool Storytime resumes on August 31. Will continue outdoors as weather permits.
- Preschool visits resume this fall, depending on pandemic guidelines.
- Working to restart monthly Spanish language story times this fall
- Working to connect with the SB elementary school
- Remaining flexible with this unvaccinated population. We are prepared for masked or digital programming with inclement/colder weather.

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

-Page Ella S. is done for the summer and is heading to college. She is interested in working at the library in Summer 2022.

-Erica C. & Sue C. attended Reader's Advisory webinar

Facilities

-Two malfunctioning interior door locks repaired

-Temporary sewer gas issue (dry sewer gas traps)

-Wish list: Main entry improvements, outdoor patron use/programming space, sound deadening, youth area update in 2022

Local/Library Community

-Leelanau Libraries: Sent joint ARPA funding proposal to Leelanau County Commissioners to extend home delivery of library materials to library patrons county-wide through all 4 public libraries. Currently only SBBDL & Leland offer this service. SBBDL is the only library with a long running delivery program, so our information was used to create the funding request.

-Accepted invitation to present at Rotary in October; dependent on pandemic guidelines.

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