

October 20, 2021 REGULAR MEETING PROPOSED AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting LIBRARY COMMUNITY ROOM
Available on Zoom
October 20, 2021 9:30 am.

I. CALL TO ORDER and ROLL CALL

II. AGENDA CHANGES and APPROVAL

A. Erica, our assistant librarian, will highlight the Director's report

III. PUBLIC COMMENTS

IV. SECRETARY'S REPORT - Coulter

V. TREASURER'S REPORT - Graves

During the month of September our financial balance decreased by approximately \$11,622. 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 14893 to 14905 were written to cover pending bills. We are well within our total budget for the year. The annual audit will begin later this month and should be completed before the due date at year end.

VI. OLD BUSINESS

A. Drop box repair - Fall 2021

B. Personnel Policy-Suggestions for employee benefits by April 2022
Albrecht, Graves, Danke and Marilyn Riggs

C. Annual Report - by November - Danke

D. Circulation/Policy and Procedure adoption

VII. NEW BUSINESS

A. Welcome to the board - Debbie Wawrzyniak

1. Review trustee duties - All
- 2.

B. Policies and Procedures

1. What remains to review and adopt? - All

VIII. REPORTS

A. Library Director's Report — See II A.

Landscaping and Maintenance

B. Friends — Shannahan

C. Townships and Village Reports -

Graves/Albrecht, 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, November 17, 2021 at 9:30 AM
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.