

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

MEETING MINUTES- September 15, 2021 took place in the LIBRARY COMMUNITY ROOM AND 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 SEPTEMBER 15, 2021 at 9:34 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S.Boone, J.Coulter, S.Gentges, B.Graves, K.Gregory arrived at 9:39 a.m., Albrecht (excused) D. Wawarzniak (future trustee for S.B Village)

II. AGENDA CHANGES AND APPROVAL: Voice approval by the Board.

III. PUBLIC COMMENTS: None

IV. SECRETARY'S REPORT:

S. Boone moved that the August 18, 2021 minutes be approved. S. Gentges seconded. Roll call vote: Boone (aye), Coulter (aye), Gentges (aye), Graves (aye) Secretary's Report approved as presented.

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 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. MOTION made by Boone to accept the Treasurer's Report. Coulter SECONDED the motion. VOICE ROLL CALL: Boone (aye), Coulter (aye), Gentges (aye), Graves (aye), Gregory (aye).

VI. OLD BUSINESS:

A. Drop box repair - Fall 2021- Danke.

1. Mr. Randall will make a temporary repair.

2. Mr. L. Graves, as our architect, will be contacted to look over front entrance for a new design for patron protection as well as to the book drop box.

B. Personnel Policy- Employee Benefits by April 2022

1. Albrecht, Gentges and Marilyn Riggs form the committee

2. Some discussion of points to consider as to what other county libraries are doing according to Danke.

C. Annual Report - by November

VII. NEW BUSINESS:

- A. Foster Swift Policy and Procedures Manual- All
 - 1. Circulation Policy: Discussed by Board and Director and a proposed draft will be presented at next meeting for approval.
- B. Yearly Board of Trustees calendar of activities passed out. Add: Audit completed by December 31.

VIII. REPORTS:

- A. Library Director's Report: Danke - See full report attached.(Notes of interest)
 - 1. Co-vid at high level
 - 2. Wireless use up
 - 3. Terese Kaufman, our facilities cleaner, has resigned.
 - 4. A library page is needed.
 - 5. Improvement is being made on electronic wiring
 - 6. Landscaping and Maintenance-nothing new
- B. Friend's - Shannahan
 - 1. Drop-off schedule for used books presented.
- D. Township Reports: Graves/Albrecht, Gentges/Boone, Coulter/Gregory
Nothing to report.
- E. Chamber of Commerce Report: -Danke- None
- F. BOT Final Comments - All- None

VIII. MOTION TO ADJOURN

S. Boone made the motion to adjourn. S.Gentges seconded. Roll call vote: Boone (aye), Coulter (aye), Gentges (aye), Graves (aye) Gregory (aye). Motion Carried. Meeting adjourned at 10:39 a.m.

RESPECTFULLY SUBMITTED:

Jeannie Coulter, Secretary

NOTE: NEXT REGULARLY SCHEDULED MEETING, October 20, 2021 at 9:30 a.m.
Quorum required. Contact S. Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: September 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 in effect when there is a SUBSTANTIAL or HIGH level of transmission of the COVID-19 virus in Leelanau County. Please see www.blhdh.org for up-to-date information on the pandemic.

Current level of virus transmission is: HIGH

Workplace considerations

Need to follow MIOSHA safety guidelines.

Federal vaccine mandates for employees seem to be for larger businesses.

Statistics

August 2021 total circulation: 3255

SBBDL physical items: 2334

UpNorth Digital: 753

MeLCat: 168

August 2020 circulation: 3882

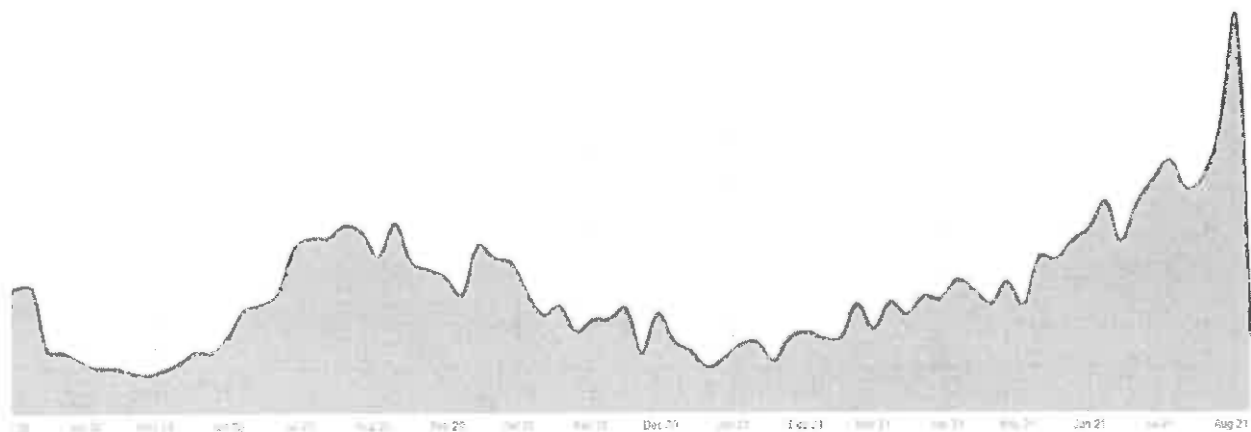
SBBDL physical items: 3098

UpNorth Digital: 681

MeLCat: 103

Wireless Use

Chart of wireless use since the start of the pandemic



Youth Services/Programming

- Preschool Story time will continue outdoors as weather thru at least September 28.
- Preschool visits resume this fall, depending on pandemic guidelines.
- Contracted Lucy Jackson to read Spanish language story times online September, October & November
- 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.
- Leelanau Community Read in November.

Daily Operations & Staffing

- Therese Kaufman gave her notice with end date of October 1.
- Seeking youth Library Page for school year

Facilities

- Talked to TADL and a contractor about improving computer wiring in interior of building. I am waiting for a quote.
- Wish list: Main entry improvements (improvements could include eliminating icy spots, patron shelter, drop box out of the snow/rain, pets, after hours pick-up, refuse bin), outdoor patron use/programming space, sound deadening, youth area update in 2022

Local/Library Community

- Accepted invitation to present at Rotary in October; dependent on pandemic guidelines. Sandy B. will represent Board & Jim S. will represent Friends.

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