

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

MEETING MINUTES - OCTOBER 20, 2021 MEETING HELD IN THE COMMUNITY ROOM AND VIA ZOOM IN ACCORDANCE TO THE OPEN MEETING 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 October 20, 2021 at 9:36 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S. Boone, J. Coulter, B. Graves, K. Gregory, D. Wawrzyniak. Absent excused: Albrecht.

Also present: Asst. Director: Erica Chadwick (in place of Nellie Danke, Director)
Friends President: Jim Shannahan

II. AGENDA CHANGES AND APPROVAL:

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

B. Boone moved that the agenda as amended be approved. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

III. PUBLIC COMMENTS -None

IV. SECRETARY'S REPORT

No changes or additions. President S. Boone moved that the October 20, 2021 minutes be approved. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

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. Tobin Co. is doing the audit again this year. Huntington Bank is our new bank. President S. Boone made the motion to accept the treasurer's report. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

V. OLD BUSINESS

A. The drop box will be prepared this fall by David Randel.

B. Personnel Policy- Suggestions for employee benefits by April 2022 by committee made up of Albrecht, Graves, Danke and Marilyn Riggs is postponed to Nov. meeting.

C. Yearly report: Will be presented in November.

D. Circulation Policy and Procedure adoption is postponed to November.

VI. NEW BUSINESS

A. Welcome to new board member Debbie Wawrzyniak

Review of Trustee duties- Discussion included when term ends who seeks replacement ...the library or the township? We have no standing committee.

B. Policies and Procedures

1. What remains to review and adopt? Wawrzyniak and Graves will review the policies on Investing, Gifts and Donations and Credit Card for November meeting.

C. Request for \$1500 to be spent on Network Wiring Improvement. The quote is \$2700 and TADL has offered to cover \$1200 of this project as part of our technology contract. Boone made the motion to spend \$1500 for the Network Wiring Improvement. Gregory seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

VII. OTHER REPORTS

A. Library Director's Report - Danke/Chadwick- See attached

B. Friend's Meeting - Shannahan noted that the next used book collection will be held Nov. 13. Landscaping will be contracted to D. Slocomb. There will be no Gala this Christmas season.

C. Govt. Reports- Graves/Albrecht, Wawrzyniak/Boone, Coulter/Gregory - No Report

D. Chamber of Commerce Report - No Report

E. BOT Final Comments - All- J. Coulter will not be present at the November meeting. Wawrzyniak will take minutes.

F. Public Comments - None present

VIII. MOTION TO ADJORN.

President S. Boone made the motion to adjourn the meeting. B. Graves seconded the motion. MOTION CARRIED BY A SHOW OF HANDS. Meeting adjourned at 10:29 a.m.

Respectfully Submitted,
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting, NOVEMBER 17, 2021 at 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: October 2021

COVID-19 Preparedness & Reopening

-Currently Stage 1: Open to Public, Full Operations

-Library posting about masks

Masks are recommended when visiting the library

It is recommended that all people age 2 and over 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.

-Masks are required for indoor group programs for youth

-Current level of virus transmission is: HIGH (as of 10-7-21)

Statistics

September 2021 total circulation: 2673 September 2020 circulation: 2697

SBBDL physical items: 1696

SBBDL physical items: 1958

UpNorth Digital: 795

UpNorth Digital: 584

MeLCat: 182

MeLCat: 155

Youth Services/Programming

-Weekly Preschool Story time has moved indoors, but moves outside if weather is nice

-Online Spanish language story times with Ms. Lucy offers one story most weeks

-Fall Family Fun Day outdoor event Oct 16

-Trying PJ Storytime (Friday night program). October storytime had a small attendance, but will try it again in November.

-Book-or-Treat sponsored by Friends in the week leading up to Halloween

-Updating Early Reader collection

Adult Services/Programming

-Medicare/Medicaid Information Session. First in-person program offered for adults since the start of pandemic; all other programs have been virtual.

-Leelanau Community Read in November featuring Firekeeper's Daughter by Angeline Boulley. Zoom author conversation is November 17.

Daily Operations & Staffing

-Cleaner update: Contacted four cleaners for estimates & met with two in person. Signed a contract with Mary Burton to do the weekly library cleanings through the end of 2021.

-Seeking youth Library Page for school year

Facilities

-Book drop repair done

-Sprinkler winterization done

-Seeking approval from the Board to spend \$1500 on a network wiring improvement project. Our budget allotted \$3500 for technology projects, but this larger purchase (over \$800) needs Board approval per current purchasing policy.

The project will secure network wires, improve the look of library interior and extend range of Wi-Fi network. The quote is \$2700 - TADL has offered to cover \$1200 of this project as part of our technology contract.

-Wish list: Main entry improvements (improvements could include eliminating icy spots, patron shelter, drop box out of the snow/rain, strollers, pets, after hours pick-up, refuse bin), outdoor patron use/programming space, sound deadening, youth area update in 2022

Local/Library Community

-Newton's Road, local nonprofit that promotes STEM education, featured Leelanau Libraries and their circulating STEM kits in October

-October Rotary presentation cancelled due to pandemic uncertainty

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