

December 15, 2021 REGULAR MEETING PROPOSED AGENDA

SUTTONS BAY-BINGHAM DISTRICT LIBRARY
Board of Trustees Monthly Meeting LIBRARY COMMUNITY ROOM
Available on Zoom
December 15, 2021 9:30 am.

- I. CALL TO ORDER and ROLL CALL**
- II. AGENDA CHANGES and APPROVAL**
- III. PUBLIC COMMENTS**
- IV. SECRETARY'S REPORT - Wawrzyniak/Coulter**
- V. TREASURER'S REPORT - Graves**

A. October

During the month of October our financial balance decreased by approximately \$23,900. There were no unusual or unexpected expenses. There were four electronic transfers to pay two utility bills, the monthly Zoom fees, and one to cover payroll taxes. Fourteen electronic transfers were written to cover payroll. Checks 14906 to 14924 were written to cover pending bills. We are well within our total budget for the year. The annual audit has been completed and will be sent to the IRS. No problems were reported by the auditor

B. November

During the month of November our financial balance decreased by approximately \$18,440.00. There were no unusual or unexpected expenses. Due to a bank merger our primary financial institution is now Huntington Bank. Hopefully we have worked out all the kinks from the conversion and can operate as usual. There were five electronic transfers to pay three utility bills, the monthly Zoom fees, and one to cover payroll taxes. Four electronic transfers were written to cover payroll, and also checks 14925 to 14931. Checks 14932 to 14948 were written to cover pending bills. We are well within our total budget for the year.

VI. OLD BUSINESS

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

VII. NEW BUSINESS

- A. Policies and Procedures
 - 1. Investment policy. Gifts and donations. Credit card usage.
Graves, Wawrzyniak
 - 2. What remains to review and adopt? - All
- B. Librarians wish list - Boone
- C. Board officer elections in January.

VIII. REPORTS

- A. Library Director's Report - Danke
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, January 19, 2022 at 9:30 AM
Quorum required. Contact Boone (231-409-0524) if unable to attend.