

SUTTONS BAY-BINGHAM DISTRICT LIBRARY

BOARD OF TRUSTEES

MEETING MINUTES – NOVEMBER 17, 2021. MEETING HELD IN THE COMMUNITY ROOM AND VIA ZOOM IN ACCORDANCE WITH THE OPEN MEETING ACT.

- I. **CALL OF MONTHLY MEETING TO ORDER:**  
President Sandy Boone called the meeting to order at 9:35 A.M.  
  
ROLL CALL OF TRUSTEES – QUORUM PRESENT  
PRESENT: S. Boone, B. Graves, K. Gregory, D. Wawrzyniak, S. Albrecht.  
ABSENT EXCUSED: J. Coulter  
ALSO PRESENT: N. Danke, Director; J. Shannahan, Friends President
  
- II. **AGENDA CHANGES AND APPROVAL:** Discussion of Investment Policy, Gifts and Donations and Credit Card Usage is postponed until next month.
  
- III. **PUBLIC COMMENTS:** None
  
- IV. **SECRETARY’S REPORT** – S. Boone moved, D. Wawrzyniak seconded, that the minutes be approved with no changes. The motion passed by a show of hands.
  
- V. **TREASURER’S REPORT** – None this month.
  
- VI. **OLD BUSINESS**
  - A. Nellie and Suzanne explained that “paid time off for part time staff” is a better description than “employee benefits”.
  - B. Nellie said the annual report will be in the December newsletter.

- C. Nellie explained that she sees all of Leelanau County as our service area, so anyone living in the county could get a full-access card. Sandy moved, Barb seconded that the circulation policy be adopted. It passed by a show of hands.

VII. NEW BUSINESS – What remains to review and adopt?

Barb and Debbie will review Investment Policy, Gifts and Donations, and Credit Card Usage for the December meeting.

VIII. REPORTS

- A. Library Director's Report: Attached
- B. Friends: Jim said the Friends will decorate tree in front of Bahle's with bookmarks, and also decorate trees in the library. The last used- book drop off til next spring totaled 30 boxes.
- C. Gov't reports – nothing affecting the library
- D. Chamber of Commerce – There will be Christmas in the village festivities, and Yeti Fest.
- E. BOT final comments – none
- F. Public comment – none

- IX. MOTION TO ADJOURN: Sandy so moved, Barb seconded. Motion carried by a show of hands.

Respectfully submitted,

Debbie Wawrzyniak

NOTE: Next regularly scheduled meeting is December 15, 2021 at 9:30 A.M.  
Quorum required. Contact Boone (231-409-0524) if you can't attend.

## **DIRECTOR'S REPORT: Nov 2021**

### **COVID-19 Preparedness & Reopening**

- Currently Stage 1: Open to Public, Full Operations
- Library posting recommending masks for all visitors while transmission levels are substantial or high.
- Masks are required for indoor group programs for youth. We are following the same guidelines in the current school masking order.

### **Statistics**

**Oct 2021 circulation: 2468**

**SBBDL physical items: 1524**

**UpNorth Digital: 774**

**MeLCat: 170**

**October 2020 circulation: 2746**

**SBBDL physical items: 1917**

**UpNorth Digital: 631**

**MeLCat: 198**

### **Youth Services/Programming**

- Gave out approximately 35 books for "Book-or-Treat" sponsored by Friends. Some families that had not been in the library for a while stopped in, renewed cards & checked out items. Successful event that we will plan to do again.
- November PJ Storytime (Friday night) had slightly better attendance than October
- On-the-Road storytimes at daycare, preschools
- SB, Leland & NP libraries met with LIFT to talk about joint youth programming
- Mary & Nellie met with SB Elementary School principal about building school/library connection

### **Adult Services/Programming**

- Leelanau Community Read featuring Firekeeper's Daughter by Angeline Boulley
- Nov. 17 - Zoom Author Conversation
- Nov. 23 - Zoom County-Wide Book Discussion
- Nov. 30 - In-person Book Discussion at Library

### **Daily Operations & Staffing**

- Audit done
- Seeking Library Page
- Annual Report to State & Annual Report to Community in Progress
- Closed November 25 for Thanksgiving

### **Facilities**

- Scheduling network wiring improvement project
- Stained carpet squares were replaced
- Winter furnace maintenance done

### **Local/Library Community**

**Nov. 27 - Chamber's Holiday in the Village.** No event at the library, but Nellie is volunteering at the downtown event.

The Library of Michigan is offering a two-part training for Trustees.

**Part1: Trustee Training 101: The Basics – December 6, 2021 6:00pm-7:30pm (ET)** – This session will cover the basic information newly appointed or elected library trustees should know in order to begin their tenure governing a public library. What to know, who to ask and how to avoid pitfalls.

Participants in this session will:

- Learn the duties and responsibilities of Library Trustees.
- Understand the library's role as a public entity.
- Know where to find additional information and answers to questions that they may have as they adjust to their new positions.

For more information and to register for this webinar, visit the [event page](https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2175).  
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**Part2: Trustee Training 102: Advanced Trustees – December 13, 2021 6:00pm-7:30pm (ET)** - As the governing body of a public library, library trustees often have to handle situations involving personnel, public finance, politics, and other issues that could have significant consequences if dealt with incorrectly.

Participants in this session will be able to:

- Identify board responsibilities and limits with respect to governing complex library situations.
- Define their relationship and responsibility as a trustee towards the Director, staff, the friends' group, their municipality and their fellow board members.

For more information and to register for this webinar, visit the [event page](https://libraryofmichigan.app.neoncrm.com/np/clients/libraryofmichigan/event.jsp?event=2176).  
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Respectfully submitted by Danielle 'Nellie' Danke, November, 2021