

## **JANUARY 19, 2022 REGULAR MEETING PROPOSED AGENDA**

SUTTONS BAY-BINGHAM DISTRICT LIBRARY

Board of Trustees Monthly Meeting Library Community Room-**IN PERSON**

Zoom is not allowed at this time

January 19, 2022 9:30 am.

I. CALL TO ORDER and ROLL CALL

II. AGENDA CHANGES and APPROVAL

III. PUBLIC COMMENTS

IV. SECRETARY'S REPORT - Coulter

V. TREASURER'S REPORT - Graves

During the month of December our financial balance decreased by approximately \$560.00. There were no unusual or unexpected expenses.

Problems caused by the recent bank merger have been worked out and all seems to be operating smoothly. There were two electronic transfers to pay a utility bill and to cover payroll taxes. Seventeen electronic transfers were written to cover payroll. Checks 14949 to 14964 were written to cover pending bills. We are well within our total budget for the year.

VI. OLD BUSINESS

A. Initial opinions on the suggested new library entrance. All

B. Review and acceptance of the Financial portion for our updated Policy and Procedures manual - Graves and Wawrynsiak

\*\*postponed to February\*\*

## VII. NEW BUSINESS

- A. Personnel Policy- paid time off for part time employees  
Albrecht, Graves, Danke and Marilyn Riggs
- B. Board of Trustees officer election
- C. Meeting dates and time for 2022

## 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, February 16, 2022 at 9:30 AM  
Quorum required. Contact Boone ([231-409-0524](tel:231-409-0524)) if unable to attend.