

MEETING MINUTES - DECEMBER 15, 2021 - LIBRARY COMMUNITY ROOM AND VIA ZOOM
IN ACCORDANCE TO THE OPEN MEETINGS ACT.

CALL OF MONTHLY MEETING TO ORDER:

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on December 15, 2021 at 9:30 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S. Albrecht, S. Boone, B. Graves, D. Wawrzyniak. Via Zoom: J. Coulter, K. Gregory

PUBLIC ATTENDANCE: No one present

I. AGENDA CHANGES AND APPROVAL:

Change wording in Old Business under Employee Benefits. S. Boone moved that the agenda be approved as presented. D. Wawrzyniak seconded the motion. Motion passed by unanimous hand count.

II. SECRETARY'S REPORT:

No changes or additions made. S. Boone moved that the November Meeting Minutes be accepted as presented. K. Gregory seconded the motion. Voice approval by Board.

III. TREASURER'S REPORT:

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.

C. President S. Boone moved that the treasurer's report be accepted. S. Albrecht seconded. Treasurer's report approved unanimously by hand count.

NOTE: B. GRAVES WILL BE GONE IN FEBRUARY AND MARCH. PRESIDENT S. BOONE AND DIRECTOR N. DANKE WILL COVER.

IV. OLD BUSINESS:

A. Personnel Policy-suggestions for employee benefits:

A committee made up of Albrecht, Graves, Danke and Marilyn Riggs will meet in January. One topic of discussion will be paid time off for staff.

D. Yearly Annual Report:

Director Danke reported that it is completed and is part of the December newsletter.

V. NEW BUSINESS

A. Policies and Procedures

1. Investment policy. Gifts and Donations. Credit Card Usage. Add: Petty Cash to minor purchases of \$200.00 or less. (Adoption to be voted on at next meeting.)
 2. What remains to review and adopt for the revision of the Policy and Procedure Handbook includes:
 - a. Material selection (Wawrzyniak, Gregory and Danke)
 - b. Confidentiality
 - c.. Patron Behavior
 - d. Computer use
- B. Librarian's wish list
1. Wall-mounted camera (Cost to be researched by Director)
 2. Four new chairs for the staff at a cost of about \$2,000. Graves made a motion that the purchase be made for the chairs. Albrecht seconded the motion. Motion passed by raised hand count.
 3. Boone stated concern of ice build-up in entry-way. She contacted L.Graves our architect. Further discussion will take place in January.
- C. Board officer elections in February
1. It was noted that K.Gregory, one of Bingham Township's representatives, will not seek reappointment. We are urged to seek a replacement.

VI. OTHER REPORTS:

- A. Library Director's Report: Danke - See attached.
- B. Friend's meeting: No Report
- C. Townships and Village Reports.
 1. Graves/Albrecht - SB Township - No Report
 2. Wawrzyniak/ Boone - SB Village -No report
 3. Gregory/Coulter - Bingham Township -No report
- D. Chamber of Commerce Report - Danke- See Director's Report
- E. BOT Final Comments - None
- F. Public Comments -None

VII. MOTION TO ADJOURN:

President S. Boone moved to adjourn the meeting. B. Graves Seconded the motion. Meeting adjourned at 10:43 a.m.

Note: Next regularly scheduled meeting, January 19, 2022. 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

P.S. Please notify S. Boone of any winter vacations as a quorum is needed to meet or carry on business to be voted on!

Respectfully submitted,
D. Jeannie Coulter, Secretary

DIRECTOR'S REPORT: Dec 2021

COVID-19 Preparedness & Reopening

-Currently Stage 1: Open to Public, Full Operations

-Library posting strongly recommends masks for all visitors.

-Masks are required for indoor group programs for youth. We are following the same guidelines in the current school masking order.

-Staff have increased mask wearing, and we see the public following suit. Staff appreciates Board & Friends members who are wearing masks while in the library, particularly when in the staff area.

Statistics

Nov 2021 circulation: 2611

SBBDL physical items: 1719

UpNorth Digital: 703

MeLCat: 189

Nov 2020 circulation: 2215

SBBDL physical items: 1472

UpNorth Digital: 580

MeLCat: 163

Youth Services/Programming

Dec 16: Joint gift-making program with LIFT/libraries

Dec 17: PJ Storytime

-Winter programming schedule includes: Weekly preschool storytimes (numbers are low right now), outreach preschool storytimes, virtual Spanish storytimes, PJ storytimes, outdoor Winter Carnival in January and Yeti Fest participation in February.

Adult Services/Programming

-Leelanau Libraries feel the Leelanau Community Read featuring Firekeeper's Daughter by Angeline Boulley was a success in promoting the community to read, talk and listen together. The Zoom author conversation had over 70 attendees. The Zoom county-wide & in-person book discussions were not very well attended, but local book groups seem to be discussing the book together. We will make a few tweaks, but plan to offer the third Leelanau Community Read next fall.

-No in-person adult programming planned until the Spring.

Friends contributions versus the library's budget for program costs

-When there is a give-away or big promotion, I'll first ask the Friends for a financial contribution (enhancement to regular services, good publicity for Friends, more acceptable for taxpayers).

Ex. Book-or-Treat books, Leelanau Community Read books, LIFT/libraries gift-making program

Daily Operations & Staffing

Dec 21: New Library Page Autumn Anderson starts.

- Recommend closing early at 2pm on the Wednesday before Thanksgiving next year.
- Library closing at 6pm on Dec 23, closed Dec 24-25 for Christmas.
- Library closing at 6pm on Dec 30, closed Dec 31-Jan 1 for New Year.

Facilities

- Network wiring improvement project is done.
- Having issues with some overhead lights, and will need to schedule an electrician.
- Staff chairs
- Camera/microphone added to library's Community Meeting Room

Local/Library Community

- The holidays are busy for the Chamber of Commerce and the library is participating in their events. Friends decorated a downtown tree, Nellie volunteered at the Holiday in the Village & we have letters to Santa available at the library (they are answered by Santa's helper in the SB Chamber).
- We wish Cora Schaeff, one of our Leelanau Libraries partners, well in her new position.
- Beginning & Advanced trustee training thru LOM was offered in early December.
- According to the ALA Office of Intellectual Freedom, materials challenges are up more than 60% across the country in school and public libraries, including here in Michigan.

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