

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

MEETING MINUTES-FEBRUARY 10, 2022. MEETING HELD IN THE COMMUNITY ROOM IN PERSON AND REMOTELY IN ACCORDANCE TO THE OPEN MEETING ACT. ZOOM IS NOT ALLOWED AT THIS TIME.

I. CALL OF MONTHLY MEETING TO ORDER:

President S. Boone called the meeting of the Suttons Bay-Bingham Library Board to order on February 10, 2022 at 2:05 p.m.

ROLL CALL OF TRUSTEES: QUORUM NOT PRESENT IN PERSON UNTIL 2:40 p.m. Present in person: S. Boone, J. Coulter, D. Wawrzyniak. Remotely: S. Albrecht, B. Graves. IN PERSON AT 2:40 p.m. : K.Gregory.

Also present: Director, N. Danke
Friends President, J. Shannahan

II. AGENDA CHANGES AND APPROVAL:

Boone moved that the agenda be approved. Gregory seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT - Coulter- Boone moved that the 1/19/22 minutes be approved. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

V. TREASURER'S REPORT - Graves -

During the month of January, our financial balance increased by \$111,385. There were no unusual or unexpected expenses. Our difficulties caused by the bank merger have been addressed and things seem to be going smoothly. There were two electronic transfers to cover utility bills, one to cover payroll taxes and one to cover Zoom fees. Fourteen electronic transfers were written to cover payroll. Checks 14965 to 14982 were used to cover pending bills. We are still well within our budget for the year. Boone moved that the Treasurer's report be accepted. Coulter seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

VI. OLD BUSINESS:

A. Review and acceptance of the Financial portion for our updated Policy and Procedures Manual - Danke and Wawrzyniak

Boone moved that the Board accept the Financial portion of the updated Policy and Procedure Manual as presented. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

B. Personnel - Paid time-off Proposal: Danke

Boone moved that the Board accept the addendum as written to the Personnel-Paid time off section of the updated Policy and Procedure Manual. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

C. Update, discussion and decision on moving forward on library entrance and improvements. All

Boone moved that we move forward with the new Library entrance and improvements pending the working architectural drawing for bidding purposes. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

VII. NEW BUSINESS

A. Search to fill Bingham Township BOT position in process.

B. Remaining Policies sections will be presented at the next meeting.

C. Appointment of the third BOT as signee on checking account.

Boone moved that S. Albrecht be appointed as an alternate third signer on our financial account. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

VIII. REPORTS

A. Library Director's Report-Danke

See Attached

B. Friends - Shannahan

Reported that the used book drop will resume on the second Saturday in March. "Ancestry" program is back on line and available in the library.

C. Township and Village Reports - None

D. Chamber of Commerce Report - Danke

The library will be participating in the upcoming Yetifest.

E. BOT Final Comments

Thanks to K. Gregory for being a part of the SBBDL Board of Trustees. Also our best wishes to her "PoWeR Books" successful future.

IX. MOTION TO ADJOURN -

Boone made the motion to adjourn the meeting. Wawrzyniak seconded the motion. MEETING ADJOURNED BY A SHOW OF HANDS AT 3:10 p.m.

NOTE: UNLESS WE HAVE A REAL EMERGENCY, WE WILL NOT HAVE A REGULAR MEETING IN MARCH. OUR NEXT SCHEDULED MEETING WILL BE APRIL 20, 2022.

Respectfully submitted,
D. Jeannie Coulter

“Addendum Feb 2022: Paid Time Off (PTO) for Part-Time Employees: All part-time employees will earn 1.75 hours of paid time off for every 20 hours worked.

This will be implemented for current staff retroactive to January 1, 2022. New employees can start earning PTO on their first day of employment.

PTO must be taken in increments of one hour or greater. The Director will approve PTO through time recorded on the employee’s timesheet.

Unused PTO may be carried over from one fiscal year to the next, subject to a maximum accumulation of 80 hours; any unused PTO above 80 hours at the end of the fiscal year will be forfeited. Hours of PTO used will be first charged to any accumulated time from prior years and then to available time for the current fiscal year. A maximum of 80 hours of accumulated PTO will be paid upon termination of employment at the employee’s current rate of compensation.”

DIRECTOR'S REPORT: February 2022

Pandemic

- Currently Stage 1: Open to Public, Full Operations
- Library posting strongly recommends masks for all visitors.
- Masks are required for indoor group programs.
- Open Meeting Act: Allowance of virtual meetings expired 12/31/21. A quorum of in person attendees is now required for a body to vote at meetings.
- We continue to be flexible as we meet challenges of the pandemic.

Statistics

Jan 2022 circulation: 2385

SBBDL physical items: 1404

UpNorth Digital: 760

MeLCat: 221

Jan 2021 circulation: 1809

SBBDL physical items: 915

UpNorth Digital: 709

MeLCat: 185

Youth Services/Programming

Weekly - Preschool storytimes

Weekly - Outreach/virtual programs for preschool & babies

Biweekly - Virtual Spanish storytimes

Monthly - PJ Storytimes for Kids

Feb 19 - Yetifest

-Will be receiving a free virtual/outreach programming kit (laptop, digital camera) and an outdoor programming kit (speaker/mic and ez up tent). These kits were available for MI libraries that applied for them and were paid for by ARPA funds.

Adult Services/Programming

No in-person adult programming planned until the Spring.

Daily Operations & Staffing

-Will start using a commercial cleaning company (Solutions for You, LLC) beginning in February.

Facilities

-Staff chairs (in progress)

-Consideration of camera/microphone added to library's Community Meeting Room (next project)

-Consideration of replacing fluorescent with LED light fixtures in other public areas. Replacement of light fixtures in staff areas will need staff input.

-Drywall repair/painting on ceiling due to replacement of light fixtures (on hold)

Local/Library Community

-YetiFest coming up February 19.

Respectfully submitted by Danielle 'Nellie' Danke, February, 2022