

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

MEETING MINUTES - JANUARY 19, 2022 MEETING HELD IN THE COMMUNITY ROOM IN PERSON AND REMOTELY IN ACCORDANCE TO THE OPEN MEETING ACT.

**I. CALL OF MONTHLY MEETING TO ORDER:**

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on January 19, 2022 at 9:30 a.m.

**ROLL CALL OF TRUSTEES - QUORUM PRESENT IN PERSON**

PRESENT: S. Boone, J. Coulter, B. Graves, D. Wawrzyniak. REMOTELY BUT UNABLE TO

VOTE: S. Albrecht, K. Gregory

Also present: Nellie Danke, Director (Remotely)  
Friends President: Jim Shannahan

**II. AGENDA CHANGES AND APPROVAL:**

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

**III. PUBLIC COMMENTS -None**

**IV. SECRETARY'S REPORT**

The December 15, 2021 minutes were amended to show that the Library Director, N. Danke was also present as a member of the public. President S. Boone moved that the December minutes be approved as amended. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

**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 transfer to pay a utility bill and one 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. President S. Boone made the motion to accept the treasurer's report. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

**V. OLD BUSINESS**

**A. Initial opinions on the suggested new library Entrance. All**

1. Village approval needed.
2. Prices
3. Contractor

S. Boone moved that we check with the Village to see if it is feasible. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

**B. Review and acceptance of the Financial portion for our updated Policy and Procedures Manual has been postponed to February.**

**VI. NEW BUSINESS**

**A. Personnel Policy--Paid time off for part time employees.**

Committee members Albrecht, Graves, Danke and Marilyn Riggs (bookkeeper) will meet in near future to present proposal in printed form.

B. Board of Trustees officer elections for 2022.

President: Sandy Boone

Vice President: Debbie Wawrzyniak

Secretary: Jeannie Coulter

Treasurer: Barbara Graves

S. Boone moved that the 2022 Board of Trustees be accepted. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

VII. OTHER REPORTS

A. Library Director's Report - Danke - See attached

B. Friend's Meeting - Shannahan noted that there was no December meeting. Next meeting will be Tuesday, January 25 at 5 p.m.

C. Govt. Reports- Graves/Albrecht, Wawrzyniak/Boone, Coulter/Gregory - No Report

D. Chamber of Commerce Report - No Report

E. BOT Final Comments - All-

Boone and Graves will be absent in March. The March meeting will be determined.

Danke mentioned that there is a county-wide proposal for funding for \$10,000 from ARPA (American Recovery Act) for home delivery.

F. Public Comments - None present

VIII. MOTION TO ADJORN.

President S. Boone made the motion to adjourn the meeting. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS. Meeting adjourned at 10:22 a.m.

Respectfully Submitted,  
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting is on February 10th at 2:00 p.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

## **DIRECTOR'S REPORT: January 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.
- Covid exposure/staff shortage resulted in a one day closure this month.
- We continue to be flexible as we meet challenges of the pandemic.

### **Statistics**

**Dec 2021 circulation: 2438**

SBBDL physical items: 1544

UpNorth Digital: 699

MeLCat: 195

**Dec 2020 circulation: 1620**

SBBDL physical items: 860

UpNorth Digital: 609

MeLCat: 151

### **Youth Services/Programming**

Weekly - Preschool storytimes

Weekly - Outreach/virtual programs for preschool & babies

Biweekly - Virtual Spanish storytimes

Monthly - PJ Storytimes for Kids

January 15 - Outdoor Winter Carnival (well attended)

Feb 19 - Yetifest

### **Adult Services/Programming**

No in-person adult programming planned until the Spring.

### **Daily Operations & Staffing**

-New Page, Autumn Anderson, started.

-Power outage due to windstorm caused partial day closure & cancellation of a youth event.

-Windstorm caused damage to Internet lines somewhere in our service area that resulted in phone issues. As a result, our tech contractor (TADL) changed our phone provider. This was a big disruption in our daily operations, but our staff & TADL handled it very well.

### **Facilities**

-Electrician replaced youth area fluorescent fixtures with LED fixtures, fixed outdoor lights (done). Should consider doing the same in other areas of the library.

-Drywall repair/painting on ceiling due to electrical work (in progress)

-Staff chairs (in progress)

-Camera/microphone added to library's Community Meeting Room (next project)

### **Local/Library Community**

-No Chamber meeting in January. YetiFest coming up February 19.

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