

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

MEETING MINUTES-APRIL 20, 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 April 20, 2022 at 9:30 a.m.

ROLL CALL OF TRUSTEES: QUORUM PRESENT: S. Albrecht, S. Boone, J. Coulter, B. Graves, T. Rieger (new Bingham representative) D. Wawrzyniak.

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

**II. AGENDA CHANGES AND APPROVAL:**

S. Boone made a motion to Add #C Mary Roberts Resignation. S. Albrecht 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 February 10,2022 minutes be approved. (note that there was no March meeting) Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

**V. TREASURER'S REPORT - Graves -**  
The February, March and April reports will be presented in May.

**VI. OLD BUSINESS:**

A. Bingham Township trustee: Toddy Rieger will now represent Bingham replacing Kara Gregory as her term expired in February.

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

a. There will be approximately a two month period of construction which will take place sometime after the Friend's Book Sale which will take place the first week-end of August. The front entrance will be closed during this time.

S. Albrecht moved that we move forward with the new Library entrance and improvements with the working architectural drawing by L. Graves

for bidding purposes. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

## VII. NEW BUSINESS

A. **2022-2023 Budget Committee** appointed: B. Graves, T. Rieger (Director N. Danke, S. Albrecht, and D. Wawrzyniak will sit in.) **Librarian Performance Review Committee:** J. Coulter and S Albrecht.

B. Remaining Policies and Procedures sections to update - Danke  
1. Collection and Selection Policies will be discussed in May with T. Rieger and D. Wawrzyniak working on it with Director Danke.  
2. Confidential Policy, Computer/internet Policy and Patron Behavior Policy Updates are on the Library Web site.

C. Youth and Family Services Co-ordinator, Mary Roberts has resigned. Director Danke will be posting the position opening. T. RIEGER MOVED THAT A DONATION OF \$100 BE MADE TO CAMP HAYOWENTHA ACCORDING TO FAMILY WISHES. MOTION SECONDED BY D. WAWRZYNIAK. MOTION CARRIED BY A SHOW OF HANDS.

VIII. REPORTS (at this point J. Coulter left the meeting and B. Graves took over as recording secretary)

A. Library Director's Report-Danke  
See Attached

B. Friends - Shannahan

Reported that the used book drop will be on the second Saturday of the next few months until the August book sale.

C. Township and Village Reports - None

D. Chamber of Commerce Report - Danke-None

E. BOT Final Comments -None

IX. MOTION TO ADJOURN -

Boone made the motion to adjourn the meeting. Wawrzyniak seconded the motion. MEETING ADJOURNED BY A SHOW OF HANDS AT 11 a.m.

Respectfully submitted,  
D. Jeannie Coulter

## **DIRECTOR'S REPORT: April 2022 (No meeting March 2022)**

### **Pandemic**

-Currently Stage 1: Open to Public, Full Operations

### **Statistics**

**Feb 2022 circulation: 2542**

SBBDL physical items: 1598

UpNorth Digital: 741

MeLCat: 203

**Feb 2021 circulation: 2033**

SBBDL physical items: 1220

UpNorth Digital: 654

MeLCat: 159

**March 2022 circulation: 2971**

SBBDL physical items: 2022

UpNorth Digital: 782

MeLCat: 167

**March 2021 circulation: 2682**

SBBDL physical items: 1770

UpNorth Digital: 723

MeLCat: 189

### **Youth Services/Programming**

Earth Week - Plant giveaway at preschool storytime compliments of the Friends

May 13 - Lego Family Night

Weekly - Preschool storytimes (Erica/Sue/Nellie filling in)

Biweekly - Virtual Spanish storytimes

### **Adult Services/Programming**

April 12 - In-person Book Club Mixer had 7 attendees.

April 19 - Virtual author talk with Joy Harjo as part of NEA Big Read

Earth Week - Seed giveaway compliments of the Friends

Monthly - Restarted passive guessing game (all ages)

Monthly - Friends Book Donation Drop-off Days (April-July)

### **Daily Operations & Staffing**

-Autumn Anderson has been promoted from our Page to an on-call Circulation Clerk

-Ella S. will return to work as a Page during the summer

-Now seeking Library Page for summer & next school year. We have several applications from local high school students.

### **Facilities**

April 10 - Deep cleaning of library done by cleaning service

May 21 - Library closing early at noon for carpet cleaning

-Estimate for camera/microphone added to library's Community Meeting Room is \$1650.

-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**

May 1 - Power Book Bags Open House

May 21 - Exposures Annual Youth Arts Journal Show

-Chamber of Commerce is improving social media presence

-Julie Alpers-Preneta is the new director of the Leelanau Township Library in Northport. A group is working to re-establish the LTL so it is governed by a Library Board rather than the Township Board.

-National Library Week celebrated with Open Houses hosted by the Friends of the Library groups of the four public libraries of Leelanau County & highlighted in the Enterprise.

-Northland Library Cooperative meetings resuming in person. Nellie is attending one on 4/21/22.

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