

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

MEETING MINUTES-MAY 18, 2022. MEETING HELD IN THE COMMUNITY ROOM IN PERSON. ZOOM IS NOT ALLOWED AT THIS TIME but is available to the public on request 72 hours in advance.

I. CALL OF MONTHLY MEETING TO ORDER:

President S. Boone called the meeting of the Suttons Bay-Bingham Library Board to order on May 18, 2022 at 9:30 a.m.

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

Also present: Director, N. Danke
Friends Representative, L. Wawrzyniak

II. AGENDA CHANGES AND APPROVAL:

S. Boone made a motion to Add #C. To Old Business (Zino Memorial).
Seconded by D. Wawrzyniak. MOTION PASSED BY A SHOW OF HANDS OF
THOSE PRESENT.

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT - Coulter- T. Rieger moved that the April 20,2022
be approved. D. Wawrzyniak seconded the motion. MOTION PASSED BY A
SHOW OF HANDS OF THOSE PRESENT.

V. TREASURER'S REPORT - Graves -

During the month of February our financial balance increased by approximately \$28,800. There were no unusual or unexpected expenses.

There were two electronic transfers to pay utility bill and to cover payroll taxes. Thirteen electronic transfers to pay utility bill and to cover payroll. Checks 14983 to 15001 were written to cover pending bill. We are well within our total budget for the year.

During the month of March, our financial balance increased by approximately \$29,100. There were no unusual or unexpected expenses. There were three electronic transfers. Two were to cover utility bills and one was to cover payroll taxes. Eleven electronic transfers were used to cover payroll. Checks 15002 to 15018 were written to cover pending bills. We are well within our total budget for the year. NOTE: #19 payroll check was lost.

During the month of April, our financial balance decreased by approximately \$15,400. There were no unusual or unexpected expenses. There were three electronic transfers. Two were to cover utility bills and one was to cover payroll taxes. Thirteen electronic transfers were used to cover payroll. Checks 15020 to 15032 were written to cover pending bills. We are well within our total budget for the year. S. Boone moved to accept the treasurer' report as clarified to the lost check. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

VI. OLD BUSINESS:

A. Library Entrance update: The drawings from L. Graves are ready for published bids. We will contact attorney for language. T. Rieger moved to fund an attorney to write bid proposal. J. Coulter seconded the motion, MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT

B. Librarian performance review is in progress and being done by Albrecht and Coulter.

C. Zino Memorial: Several individuals, members from Friends and Board members contributed to the Memorial and Camp Hayowentha.

VII. NEW BUSINESS

A. **2022-2023 Budget Review and Adoption:** S. Boone moved that we adopt the 2022-2023 budget as presented and discussed. D. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

B. **Authorization of expenditures of 2022-2023 Budget:** T. Rieger moved that we approve the expenditures of the 2022-2023 budget. D. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

C. Performance Review Committee: Coulter and Albrecht- will meet the later part of May/first part of June.

D. Remaining Policies and Procedures sections to update - Danke
1. Collection and Selection Policies will be discussed in June with T. Rieger and D. Wawrzyniak working on it with Director Danke.

VIII. REPORTS

A. Library Director's Report-Danke
See Attached (note: Assistant director now written as a job sharing position with a written job description.)

B. Friends - L. Wawrzyniak
Reported that the used book drop will be on the second Saturday of the next few months until the August book sale.

Wawrzyniak also reported that a 3rd free library has been placed on the Tart Trail in back of the library.

Also, the Friends will now be using "Pay Pal" credit card readers for the Book Sale, Silent Auction and the Gala.

- C. Township and Village Reports - None
- D. Chamber of Commerce Report - Danke-None
- E. BOT Final Comments -None
- F. Public Comment-None

IX. MOTION TO ADJOURN -

Boone made the motion to adjourn the meeting. B. Graves seconded the motion. MEETING ADJOURNED BY A SHOW OF HANDS AT 10:31 a.m.

Note: Next regularly scheduled meeting, June 15, 2022 at 9:30 A.M. Quorum required. Contact Boone (231-409-0524) if unable to attend.

Respectfully submitted,
D. Jeannie Coulter