

## **SUTTONS BAY/BINGHAM LIBRARY**

### **BOARD OF TRUSTEES**

**MEETING MINUTES – JUNE 15, 2022. MEETING HELD IN THE COMMUNITY ROOM.**

- I. CALL OF MONTHLY MEETING TO ORDER:**  
President Sandy Boone called the meeting to order at 9:35.  
**ROLL CALL OF TRUSTEES, QUORUM PRESENT: S. Boone, B. Graves, D. Wawrzyniak, S. Albrecht. Absent: J. Coulter, T. Rieger.**  
Also present: Director, N. Danke  
Friends Representative, J. Shanahan
- II. AGENDA: SB moved to approve agenda, BG seconded. Passed by show of hands.**
- III. PUBLIC COMMENTS: None**
- IV. SECRETARY’S REPORT – COULTER. SB moved to accept minutes, BG seconded. Passed by show of hands.**
- V. TREASURER’S REPORT: Attached. Moved to approve by SB, seconded by SA. Passed by show of hands.**
- VI. OLD BUSINESS: LIBRARY ENTRANCE**  
Sandy met with Larry Graves, then with an attorney, to allow process to begin. It is expected to be under \$50,000, so there is no need for advertising for bids. Tentative time line is attached.
- VII. NEW BUSINESS**
  - A. LIBRARY DIRECTOR PERFORMANCE REVIEW, ATTACHED. Performed by J Coulter and S Albrecht. SB moved to approve, SA seconded. Approved by show of hands.**

**B. LIBRARY DIRECTOR COMPENSATION 2022-2023.** DW moved to increase salary to \$65,000, SA seconded. Passed by show of hands.

**C. POLICIES AND PROCEDURES.**

- 1. Collections and Selection Policies reviewed by ND, DW and TR.** SB moved to approve as presented, BG seconded. Passed by show of hands.
- 2. General Operating Policies updated to delete VII, R rated movies.** SB moved to approve, SA seconded. Passed by show of hands.

**VIII. REPORTS**

- A. Library Director's report, presented by Danke.**
- B. FOL.** Shanahan reported 3<sup>rd</sup> Little Free Library, behind library on trail. Two abandoned bikes may be sold at book sale if no one claims them. QR code is being added to library website to accept payments. Two card readers have been purchased to accommodate credit card users.
- C. Township and village reports: None**
- D. Chamber of Commerce report.** Artisan and Wine Walk will be held in SB June 17.
- E. No further comments**

**IX. MOTION TO ADJOURN – BOONE**

**Next regularly scheduled meeting is July 20, 2022 at 9:30 AM. Quorum required. Contact Boone (231-409-0524) if unable to attend.**

## **DIRECTOR'S REPORT: June 2022**

### **Pandemic**

- Currently Stage 1: Open to Public, Full Operations.
- Community Level is 'Medium', masking recommended in some instances.
- Taking some precautions including sick days, ventilation, outdoor programs

### **Statistics**

**May 2022 circulation: 2710**

SBBDL physical items: 1721

UpNorth Digital: 831

MeLCat: 158

**May 2021 circulation: 2355**

SBBDL physical items: 1573

UpNorth Digital: 659

MeLCat: 123

### **Youth Services/Programming**

Weekly: Outdoor Story Times will run weekly through August 9

Biweekly: Virtual Spanish story times through the end of June

June 24: Great Lakes Water Safety Presentation

Summer Reading Challenge & Events: Weekly events on Thursdays at 10:30 from June 30 - August 11.

See schedule of events.

### **Adult Services/Programming**

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

June 24: Great Lakes Water Safety Presentation

Upcoming: Renewable Energy 101 presentation by Leelanau Energy in the works.

### **Daily Operations & Staffing**

-Annual reviews of staff completed

-Martha Topol started as Youth & Family Services Coordinator position on May 25

-Erica C. & Jane S. began job sharing the Assistant Director position on June 1

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

-Nellie D. attending MLA Leadership Academy through October

### **Facilities**

-Windows to be cleaned

-Friends had sprinklers turned on for the summer

### **Local/Library Community**

-Village Collage/Summer Reading Bookmark Contest ran May 19-28. Minnie Bardenhagen's bookmark design will be printed and given out at the library this summer. The top 3 designs received prizes.

Thanks to SB Art teacher Mary Hall for coordinating this.

-New Little Free Library! Thanks to the Friends & the TART trail organization!

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