

**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

DIRECTOR'S REPORT: May 2022

Pandemic

-Currently Stage 1: Open to Public, Full Operations

Statistics

April 2022 circulation: 2743

SBBDL physical items: 1775

UpNorth Digital: 761

MeLCat: 207

April 2021 circulation: 2681

SBBDL physical items: 1798

UpNorth Digital: 688

MeLCat: 195

Youth Services/Programming

Weekly - Preschool story times (Erica/Sue/Nellie filling in)

Biweekly - Virtual Spanish story times

May 13 - Lego Family Night had 16 attendees, good activities & small game prizes donated by the Friends. We felt this event was a success & plan to hold additional Lego Family Nights in the upcoming year. (Erica/Sue/Nellie)

Summer - Initial planning of the Summer Reading Program & Events was put in place by Mary Robertson this spring. Nellie is working through youth services email account and following up on initial plans.

Adult Services/Programming

Monthly - Passive guessing game is a popular activity for all ages. \$5 gift certificates to local businesses (purchased through a patron's cash donation) are given to monthly winners

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

Daily Operations & Staffing

-Ella S. has returned as Page during the summer

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

-Youth & Family Services Coordinator position was posted with a first consideration date of May 13. Interviews of two candidates will take place on May 20.

-Annual reviews of staff in progress

-Would like to consider job sharing option for Assistant Director position

Facilities

May 21 - Library closing early at noon for carpet cleaning

May 30 - Library closed for Memorial Day

Local/Library Community

May 21 - Exposures Annual Youth Arts Journal Show

June 17 - Chamber Artists & Wine Walk from 5-9pm in Suttons Bay.

-St Joseph Street construction project: The biggest impact to us is that street parking will not be allowed during construction, so we will likely see overflow parking on Front Street.

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