

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

MEETING MINUTES-July 20, 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 July 20, 2022 at 9:32 a.m.

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

Also present: Director, N. Danke
Friends Representative, J. Shanahan

II. AGENDA CHANGES AND APPROVAL:

S. Boone made a motion to accept the agenda as presented. Seconded by D. Wawrzyniak. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT - Coulter- S. Boone moved that the June 15, 2022 minutes be approved. S. Albrecht seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

V. TREASURER'S REPORT - Graves -

During the month of June our financial balance decreased by approximately \$16,280. There were no unusual or unexpected expenses. There were three electronic transfers to cover utility bills and to cover payroll taxes. There were twenty-three direct deposits for payroll. Checks 15060 to 15080 were written to cover pending bills. We over spent our budget for the year in two areas. Library materials needs an additional \$1,050 and Building and Equipment (computer technology) needs \$7,900. We expect to have additional expenses this coming year for enhancements to the library entrance.

S. Boone moved to accept the treasurer' report. T. Rieger 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 were ready for published bids. Attorney contacted for language and approval of only one bid. S. Albrecht moved that we accept the bid if under \$50,000. T. Rieger seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT

VII. NEW BUSINESS

A. Annual Policy Review - Danke
Postponed to 2023

B. Adjustment to the Budget: (See Treasurer's Report for explanation)
There is an overage in line items....Library Materials by \$400. and Bldg. Equip. by \$8,000. Motion made by S.Boone to increase Library Materials by \$1,050 and Bldg Equip. (computers) by \$7,900. Seconded by D.Wawrzynak. MOTION PASSED BY A SHOW OF HANDS.

C. Policies and Procedures (to be discussed in August)
1. Confidentiality and privacy
2. Computer and internet usage
3. Patron Behavior ((S. Albrecht and T. Rieger plus staff to discuss)

VIII. REPORTS

- A. Library Director's Report-Danke
See Attached
- B. Friends - J. Shanahan
Book Sale and Gala to fund Book Return Box.
Additional Workers appreciated for the Book Sale
- C. Township and Village Reports - None
- D. Chamber of Commerce Report - Danke-
Quarterly newsletter will be published
- E. BOT Final Comments -None
- F. Public Comment-None

IX. MOTION TO ADJOURN -

Boone made the motion to adjourn the meeting. D. Wawrzyniak seconded the motion. MEETING ADJOURNED BY A SHOW OF HANDS AT 10:21 a.m.

Note: Next regularly scheduled meeting, August 17, 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: July 2022

Pandemic

- Currently Stage 1: Open to Public, Full Operations.
- Community Level is 'Medium', masking recommended in some instances.

Statistics

June 2022 circulation: 3329

SBBDL physical items: 2329

UpNorth Digital: 796

MeLCat: 204

June 2021 circulation: 3020

SBBDL physical items: 2197

UpNorth Digital: 679

MeLCat: 144

Youth Services/Programming

- Weekly Outdoor Story Times on Tuesdays through August 9. Averaging 30 attendees each week.
- Weekly Summer Reading events on Thursdays through August 11. Varied library performers & presentations. Averaging 50 attendees each week.
- 87 kids signed up for Summer Reading Challenge!

Adult Services/Programming

- June's Great Lakes Water Safety program had great information, was well advertised & featured on the 9 & 10 news, but not well attended at the programs at the Leelanau County libraries (30-40 attendees total).
- August 11: Renewable Energy 101 presentation by Leelanau Energy
- Farmer's Market table in September for Library Card Sign-Up Month

Daily Operations & Staffing

- Izzy C. has accepted offer to work as Library Page. Izzy will have training shifts in this summer & will continue working when Ella S. goes back to college in the fall.
- Bookkeeper has new budget & wage information for July 1.
- Circulation Clerk Autumn completed online training on MeL interlibrary loan.
- Nellie attended workshops on coaching, budgeting

Facilities

- Windows to be cleaned
- New modem installed by Spectrum. Increased speed of wi-fi. Internet connection is good, but some of our other hardware (public access computers, some staff computers) will need to be updated.

Local/Library Community

- Village is very busy with visitors and events like Tour de Tart. A lot of visitors are stopping in to use facilities, wi-fi, work for a few hours, etc. Assistant Directors have made a number of informational brochures available.

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