

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

MEETING MINUTES - AUGUST 17, 2022 MEETING HELD IN THE COMMUNITY ROOM IN PERSON AND REMOTELY IN ACCORDANCE TO THE OPEN MEETING ACT.

**I. CALL OF MONTHLY MEETING TO ORDER:**

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on August 17, 2022 at 9:34 a.m.

**ROLL CALL OF TRUSTEES - QUORUM PRESENT IN PERSON**

PRESENT: S. Boone, J. Coulter, T. Rieger, D. Wawrzyniak. Absent: S. Albrecht, B.Graves

Also present: Nellie Danke, Director

Friends President: Jim Shannahan

**II. AGENDA CHANGES AND APPROVAL:**

Boone moved that the agenda be approved. Rieger seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

**III. PUBLIC COMMENTS -None**

**IV. SECRETARY'S REPORT**

D. Wawrzniak moved that the July minutes be approved. S. Boone seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

**V. TREASURER'S REPORT -GRAVES**

None given. Spread sheet included in board packet. No discussion.

**V. OLD BUSINESS**

**A. Library Entrance update:**

1. Starting date moved up to August 22, 2022.
2. Arrangements made for creating a temporary entrance to the south side door and removing or trimming a shrub.
3. A smaller book drop is available there for our patrons.
4. New handicap marking is being done.

**B. Community room enhancement: No additional comments**

**VI. NEW BUSINESS**

**A. Plan to finish Policy and Procedure's Manual**

1. Patron Behavior Policy Committee met. The staff meeting next week will cover this topic for their input. Consideration will be given as to how "detailed" versus "broad" the policies should be in this area.

**VII. OTHER REPORTS**

**A. Library Director's Report - Danke - See attached**

**B. Friend's Meeting - Shannahan noted that Saturday Book Sales were up but Sunday sales were down(weather?). Accepting credit cards were helpful. \$4801.09 in sales.**

**C. Govt. Reports- Graves/Albrecht, Wawrzyniak/Boone, Coulter/Rieger**

1. Wawrzyniak reported that the township discussed the necessity of continuance of "zoom" and also "affordable housing"

D. Chamber of Commerce Report - No Report

E. BOT Final Comments - All-

1. Boone wanted board to consider a 9:00 a.m. starting time for the meeting as it was in the past. Will discuss at a later meeting.
2. We will now have a flag pole with a "down light" when construction is finished.

F. Public Comments - None present

VIII. MOTION TO ADJORN.

President S. Boone made the motion to adjourn the meeting. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS. Meeting adjourned at 10:12 a.m.

Respectfully Submitted,  
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting is on September 21, 2022 at 9:30 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

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

### **Pandemic**

- Currently Stage 1: Open to Public, Full Operations.
- Community Level is 'Medium', masking recommended in some instances. New relaxed guidelines on social distancing, quarantine released by CDC.

### **Statistics**

**July 2022 circulation: 3715**  
SBBDL physical items: 2613  
UpNorth Digital: 886  
MeLCat: 216

**July 2021 circulation: 3421**  
SBBDL physical items: 2596  
UpNorth Digital: 675  
MeLCat: 150

### **Youth Services/Programming**

- Martha T. wrapped-up a very successful roster of outdoor storytimes & summer reading programs on August 11. 98 youth participated in the Summer Reading Challenge.
- August 25: Added a special event for kids of all ages at the end of the summer. Fossil Fun with Ashley!
- September 6: Weekly preschool storytime resumes
- Planning for fall youth services & programs is underway

### **Adult Services/Programming**

- August 11: 6 attendees at Renewable Energy 101 presentation by Leelanau Energy
- September 10: Farmer's Market table in September for Library Card Sign-Up Month
- Late Oct/Early Nov: Leelanau Community Read featuring *Children of the Catastrophe* by Sarah Shcemaker

### **Daily Operations & Staffing**

- ARPA grant laptop now available for in-library check-out to patrons
- Page Elia S. has returned to college and Page Izzy C. is now working regularly scheduled shifts
- Nellie attended workshops on library promotion, law & advocacy

### **Facilities**

- August 18: Windows/cobwebs will be cleaned
- August 22: Entry remodel project begins
- Outdoor outlets?
- Update of public computers & main circulation computer in progress

### **Local/Library Community**

- August 6 & 7 was Friends Annual Book Sale!
- Marty attended Chamber meeting: membership prices going up. Annual Meeting Oct 25
- Nellie attended SB Village & Bingham Twp meetings & made public comment about upcoming library entry improvement project
- August 18: Nellie attending Northland Library Cooperative meeting

Respectfully submitted by Danielle Nellie Danke Aug 2022