

**SUTTONS BAY-BINGHAM LIBRARY BOARD OF TRUSTEES
SEPTEMBER 21, 2022 MONTHLY MEETING**

MEETING MINUTES - SEPTEMBER 21, 2022 - LIBRARY COMMUNITY ROOM IN ACCORDANCE TO THE OPEN MEETINGS ACT.

CALL OF MONTHLY MEETING TO ORDER:

President Sandy Boone called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on September 21, 2022 at 9:33 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

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

PUBLIC ATTENDANCE: J. Shannahan, Friends's President and N. Danke, Library Director

I. AGENDA CHANGES AND APPROVAL: BOONE

Add under New Business: Time change for Monthly Meeting. Boone moved that the agenda be approved as amended. D. Wawrzyniak seconded the motion. Agenda approved as amended by a show of hands.

II. SECRETARY'S REPORT: COULTER

No changes or additions made. S. Boone moved that the August Meeting Minutes be accepted as presented. D. Wawrzyniak seconded the motion. Raised hands approval by Board.

III. TREASURER'S REPORT: GRAVES

A. July and August records presented and discussed.

B. S. Boone made a motion that authorizes S. Albrecht to sign bank checks if necessary. D. Wawrzyniak seconded the motion. Motion passed by a show of hands.

C. President S. Boone moved that the treasurer's report be accepted. D. Wawrzyniak seconded. Treasurer's report approved unanimously by hand count.

IV. OLD BUSINESS:

A. Library Entrance Update

Director Danke reported that a check was written to L. Graves for structural consult with Machin Engineering.

B. Community Room enhancements-Albrecht

The list presented includes the possibility of a camera, laptop and making the area user friendly for community, Friends and Youth Services.

V. NEW BUSINESS

A. Patron Behavior - Policies and Procedures Manual - Rieger and Danke

Boone made the motion to accept the Patron Behavior Policy as discussed. S. Albrecht seconded the motion. Motion passed by a show of hands.

B. Board suggested that Danke look into possibility of de-escalation training.

C. Annual Audit - B. Graves made a motion to hire Tobin to perform our annual audit. Motion seconded by D. Wawrzyniak. Motion passed by a show of hands.

D. New starting time for the Monthly Board meetings:

S. Boone Moved that we change our monthly meetings to 9:00 a.m. starting October 19, 2022. B. Graves seconded the motion. Motion passed with one abstention.

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VI. OTHER REPORTS:

- A. Library Director's Report: Danke - See attached.
- B. Friend's meeting: President J. Shannahan
 - 1. There is a possibility of discontinuing the August Book Sale due to lack of help.
 - 2. The possible date for the Friend's Christmas Gala is Saturday Dec.10th.
- C. Townships and Village Reports.
 - 1. Graves/Albrecht - SB Township - No Report
 - 2. Wawrzyniak/ Boone - SB Village -
They report that the STR's in the village now stand at 63 houses
 - 3. Coulter/Rieger - Bingham Township - Coulter reported on the ongoing discussion of the RV Park expansion on Lake Leelanau and Centerville Township.
- D. Chamber of Commerce Report - Danke- See Director's Report
- E. BOT Final Comments - A Thank You was received from Camp Arbutus as to a donation that the board made in memory of a family member of a former staff person.
- F. Public Comments -None

VII. MOTION TO ADJOURN:

President S. Boone moved to adjourn the meeting. D. Wawrzyniak seconded the motion.

Meeting adjourned at 10:59 a.m.

Note: Next regularly scheduled meeting, October 19, 2022. 9:00 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

Respectfully submitted,
D. Jeannie Coulter, Secretary

DIRECTOR'S REPORT: September 2022

Statistics

August 2022 circulation: 3780

SBBDL physical items: 2693

UpNorth Digital: 867

MeLCat: 220

August 2021 circulation: 3255

SBBDL physical items: 2334

UpNorth Digital: 753

MeLCat: 168

Youth Services/Programming

Aug 25: Fossil Fun with Ashley had 65 attendees

Sept 6: Weekly preschool storytime resumes with good attendance, primarily caregivers with children under age 2

Oct 1: Family Fun Saturday focused on S.T.E.A.M.

Oct 25 - 31: Trick or Book sponsored by Friends

Nov 5: Family Fun Saturday focused on Games

-Library card project with SB EC & Elementary

-Martha T. is reaching out to SB school, Montessori, local daycares, Parenting Communities, Leelanau youth & family council, LIFT and other county libraries to keep & build relationships

Adult Services/Programming

Sept 10: Jane S. at library outreach table at SB Farmer's Market for Library Card Sign-Up Month, talked to about 30 people

Sept 20: Nellie D. participating in Bay Community Theatre film panel discussion

Oct 19: Sue C. is helping to organize joint storytelling program with The Center & Leland library at The Center

Nov 6: Leelanau Community Read joint program with Leelanau county libraries featuring *Children of the Catastrophe* by Sarah Shoemaker at the Bay Community Theatre

Nov 22: Jacob Wheeler author talk joint program with Bay Books at SBBDL

Nov 26: Holiday in the Village (library outreach)

Daily Operations & Staffing

Facilities

-Windows cleaned

-Entry remodel project in progress

-Update of public computers & main circulation computer in progress

-Sept 20: Sprinklers turned off

Local/Library Community

Aug 18, Sept 15: Nellie attended Northland Library Cooperative training & meetings

Sept 2: Library Visit from Amber Sheerin, MLA's program & event director

-Friends Book Donation Drop Off Days (second Sat?), Gala (tent date Dec 10)

Oct 25: Chamber Annual Meeting

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