

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

MEETING MINUTES- October 19, 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 October 19, 2022 at 9:07 a.m.

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

Also present: Asst. Director, Erica Chadwick  
Friends Representative, J. Shannahan

II. AGENDA CHANGES AND APPROVAL:

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

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT - Coulter- S. Boone moved that the September 21, 2022 minutes 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 September our financial balance decreased by approximately \$29,287. There were no unusual or unexpected expenses. There were two electronic transfers to cover utility bills and one to cover payroll taxes. Checks 15119 to 15135 were written to cover pending bills. There were fifteen direct deposits made to cover payroll. Was well within our total budget for the year. S. Boone moved to accept the treasurer's report. T. Rieger seconded the motion. MOTION PASSED BY A SHOW OF HANDS OF THOSE PRESENT.

VI. OLD BUSINESS:

A. Library Entrance update: The library's main entrance is now open. The second payment of \$35,757 will be paid to Easling Construction Co. A Thank You will be sent to Larry Graves for his design and help in the construction.

B. Community room enhancements: S. Albrecht

S. Albrecht will be out of town for the next meeting so this will be handled at a future meeting.

## VII. NEW BUSINESS

### A. Closing times for Christmas:

S. Boone proposed that the Library close at 2:00 p.m. on Wednesday, Nov. 23 and be closed on Thanksgiving Day Nov. 24th. It will also close early on Friday Dec. 9 at 2:00 p.m. in preparation of the Gala on Friday Dec10. The Library will be closed all day on the 10th. For the Christmas Holidays, the Library will close at 2:00 p.m. on Friday Dec. 23, all day Saturday the 24th and on Sunday the 25th. It will also close on Friday, Dec. 30 at 2:00 p.m. all day on Dec. 31 and Jan. 1, 2023. D. Wawrzyniak and the board accepted the proposal.

### B. Ribbon Cutting for the new entry: To be determined

C. GALA library liability coverage and permits: J. Shannahan, Friend's president stated that K. Slater is on it!

### D. Assistant Director Position

a. Jane Suppes, the present Asst. Director, will be retiring on Oct 31. B.Graves made a motion that the Board present J. Suppes a \$50 gift certificate to Chimoski's Bakery in recognition of her service. D. Wawrzyniak seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

b. Erica Chadwick is accepting the position at 32 hrs. Per week.

## VIII. REPORTS

A. Library Director's Report-Danke/ Chadwick  
See Attached

B. Friends - J. Shannahan: Gala preparations are in progress and will be held on Dec. 10, 2022. The new book drop that they purchased is here.

C. Township and Village Reports -

D. Wawrzyniak reported on the current standing of the Village Water Wheel Park.

J. Coulter of Bingham reported that the Campground expansion in Centerville Twp. has been denied based on its effects to the surrounding wet lands and on Lake Leelanau.

D. Chamber of Commerce Report: None

E. BOT Final Comments -None

F. Public Comment-None

## IX. MOTION TO ADJOURN -

Boone made the motion to adjourn the meeting, S. Albrecht seconded the motion. MEETING ADJOURNED BY A SHOW OF HANDS AT 9:43 a.m.

Note: Next regularly scheduled meeting, Nov. 16, 2022 at 9:00 A.M. Quorum required. Contact Boone (231-409-0524) if unable to attend.

Respectfully submitted, D. Jeannie Coulter

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

### **Statistics**

**September 2022 circulation: 3146**

SBBDL physical items: 1990

UpNorth Digital: 905

MeLCat: 251

**September 2021 circulation: 2673**

SBBDL physical items: 1696

UpNorth Digital: 795

MeLCat: 182

### **Youth Services/Programming**

-Weekly preschool storytime with good attendance, primarily caregivers with children under age 2. Will run through Nov 15 this fall and resume in Dec for the winter.

-Contacted a number of local daycares to offer outreach storytimes; one daycare responded and Martha T. is visiting once per month

-Library card project with SB EC & Elementary has interest from school

Oct 25 - 31: Trick or Book sponsored by Friends

Nov 5: Family Fun Saturday focused on Games

### **Adult Services/Programming**

Oct 19: 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**

-Jane S. has decided to retire this fall. Her last workday is planned for Oct 31. We are planning to have an Open House for Jane the morning of Oct 26 (tentative).

-Erica C. can resume Assistant Director position with 28 hrs/wk now and move to 32 hrs/wk in the upcoming school year with current compensation for the remainder of this fiscal year. This arrangement is agreeable to Erica C. and Nellie D. if it is agreeable to the Board.

-Martha T. attended School Library Journal's virtual Day of Dialogue featuring author talks & publishing trends in youth literature

-Nellie D. attending MLA conference Oct 18-19

### **Facilities**

-Signed snow/ice removal contract with Patrick Panyard at a rate of \$25 per hour. Snow/ice removal is on an 'as needed' basis (heavy snow/ice or over 4 inches of snow)

-Entry remodel construction is complete. We are waiting on delivery and installation of book drop box which is planned for the last week in October. Would like to hold ribbon-cutting ceremony on completion of project.

-Update of public computers & main circulation computer in progress

### **Local/Library Community**

-BATA's seasonal Bike-n-Ride service will be wrapping up its 10<sup>th</sup> season on Oct 22. We see library visitors and regular patrons using BATA's regular and Bike-n-Ride services frequently. BATA millage renewal on the ballot for Nov 8.

-Renewed library's Chamber membership

Oct 26: SB Chamber Annual Business Meeting from 6-8pm at TwoK Wine & Cider.

Nov 12: Friends Book Donation Drop-Off Day

Dec 10: Friends' Gala

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