

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

MEETING MINUTES - NOVEMBER 16, 2022 MEETING HELD IN THE COMMUNITY ROOM IN PERSON. ZOOM IS NOT ALLOWED AT THIS TIME BUT AVAILABLE TO THE PUBLIC 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 NOVEMBER 16, 2022 at 9:02 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT IN PERSON

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

Also present: Nellie Danke, Director

Friend's Representative: Vice President, L. Wawrzyniak

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 - L. Wawrzyniak

- a. New Book drop box is here and a plaque to be ordered
- b. Gala proceeds will go to the new Book Drop Box
- c. Gala to be held Dec. 10 and tickets on sale on line and in library
- d. There will be a Silent Auction again
- e. Sign-up sheet in library for decorating, set-up and tear-down.
- f. Monthly book donations have resulted in 30 boxes of books in storage

IV. SECRETARY'S REPORT

T. Rieger moved that the October minutes be approved. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

V. TREASURER'S REPORT -GRAVES

Doing the month of October, our financial balance decreased by approximately \$19,930. There were no unusual or unexpected expenses. There were two electronic transfers to pay utility bills and one to cover payroll taxes. Checks 15136 to 15154 were written to cover pending bills. There were fifteen direct deposits made to cover payroll. We are well within our total budget for the year.

S. Boone moved that the Treasurers Report be accepted as presented. T. Rieger seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

V. OLD BUSINESS

A. Library Entrance update:

a. Letter received from Easling Construction stating a balance of \$6,500 is to be paid for a total of \$35,757.00. An overage of \$15,001 due to increases in various areas will be not be paid and considered a gift/donation to the library.

b. A letter to Easling Construction is to be written thanking them for their generous gift of \$15,001.

B. Community room enhancement - Albrecht (Committee: Nellie, Martha & Erica (staff), Suzanne (board) L. Glover, (Friends)

- a. Priorities: Flexible use of space, Storage, upgrade AV, safety concerns, soft seating, integration of space with rest of library and painting and patching walls.
- b. Next steps include removal of 4 double sized bookcases before Gala and contact a designer to meet with committee in January.

VI. NEW BUSINESS

- A. Policy and Procedure's Manual completion status
 - a. There are 4 policies remaining and further discussion will take place at the December Meeting.

VII. OTHER REPORTS

A. Library Director's Report - Danke - See attached (note: MLA bill for \$12,000 for Tech support. ALSO: Finishing details around new entryway such as mulch and leveling book drop. Also installing an activity counter and fixing outside power assist button.

B. Friend's Meeting -See above report in Public Comments

C. Townships and Village Reports- Graves/Albrecht, Wawrzyniak/Boone, Coulter/Rieger (none given)

D. Chamber of Commerce Report - Danke reported that there was a new president appointed at their annual meeting in November.

E. BOT Final Comments - All

1. None given

F. Public Comments - None present

VIII. MOTION TO ADJORN.

President S. Boone made the motion to adjourn the meeting. T. Rieger seconded the motion. MOTION CARRIED BY A SHOW OF HANDS. Meeting adjourned at 10:02 a.m.

Respectfully Submitted,
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting is on December 21, 2022 at 9:00 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: November 2022

Statistics

October 2022 circulation: 2948

SBBDL physical items: 1843

UpNorth Digital: 912

MeLCat: 193

October 2021 circulation: 2468

SBBDL physical items: 1524

UpNorth Digital: 774

MeLCat: 170

Youth Services/Programming

-Weekly Preschool Story Times

-Outreach Story Times at 1 daycare and 1 Parenting Communities playgroup

-Gave out 36 kids books during Trick-or-Book week sponsored by Friends

-Family Fun with Games had 12 attendees

-Library card project with SB EC & Elementary was approved, Martha T. visited classrooms to promote library card sign up, permission sheets have been sent to families

Upcoming...

-Weekly Preschool Story Time will take a break Nov 22 & 29 and resume Dec 6

-Family Fun with Crafts on Dec 17 (tentative date)

Adult Services/Programming

-Joint storytelling program with The Center & Leland library had a full house

-Author talk with Sarah Shoemaker had 45 attendees

Upcoming...

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

Nov 26: Autumn A. at Holiday in the Village (library outreach)

No adult programs in December

Jan 12: SBBDL book discussion group informational meeting

Daily Operations & Staffing

-Financial audit conducted

-Weeding in youth & adult nonfiction areas

-Nellie D. completed 6 month MLA Leadership Academy, a biennial program to develop library leaders in MI

Facilities

-Worn parts on toilets replaced

-Finishing details on entry are replacing garden mulch, leveling book drop, installing activity counter

-Ongoing issue with the outside power assist button

-Update of public computers & main circulation computer current project

-Community Meeting Room revamp in planning stage

Local/Library Community

-Friends have been busy with organizing Gala & the final fall Book Donation Day, looking for volunteers to decorate the library and set-up/clean-up for the Gala

-Millage and independent Board for Leelanau Township Library passed by voters!

-Healthiest You healthcare benefit now offered through the MLA

-SB Chamber Annual Business Meeting well attended, Amy Peterson (Front Porch) is new president

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