

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

MEETING MINUTES -JANUARY 18, 2023. MEETING HELD IN THE LIBRARY MAIN FLOOR SEATING AREA 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 JANUARY 18, 2023 at 9:07 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT IN PERSON

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

Also present: Nellie Danke, Director

Friend's Representative: President, Jim Shannahan

II. AGENDA CHANGES AND APPROVAL:

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

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT

Correction to December's minutes: The Policy on Privacy/Internet Usage stated that it was to be tabled and discussed in February. It is to be discussed at this January meeting.

S. Boone moved that the December minutes be approved as corrected. T. Rieger seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

V. TREASURER'S REPORT -GRAVES

Doing the month of December, our financial balance increased by approximately \$17,485.00. There were no unusual or unexpected expenses. There was one electronic transfer to pay a utility bill and one to cover payroll taxes. Checks 15176 to 15191 were written to cover pending bills. There were fourteen direct deposits made to cover payroll. We are well within our total budget for the year. Treasurer Graves suggested that we buy another CD.

President S. Boone moved that the Library purchase a CD. B. Graves seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

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

V. OLD BUSINESS

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

Discussions In progress with Friends and will be meeting soon with a designer.

B. Policies and Procedures-

a. Privacy policy was reviewed by Danke and Wawrzyniak and they suggested that we delete the words "surveillances" from the policy. S. Boone moved that the Privacy Policy be accepted as rewritten. T. Rieger seconded the motion. MOTION PASSED BY A SHOW OF HANDS.

b. Internet Usage will be reviewed by Boone, Rieger and Danke for the February meeting.

VI. NEW BUSINESS

A. Election of Officers

Proposed slate of officers for 2023 as follows;

President-S. Boone

Vice President-D. Wawrzyniak

Secretary-T. Rieger

Treasurer-B. Graves

S. Boone moved that the slate of officers be accepted as presented. D. Wawrzyniak seconded the motion. MOTION CARRIED BY A SHOW OF HANDS.

B. Discussion of the Tobin Financial Audit

a. It was pointed out that all expenses need approval by the board before payment.

b. Over budgets need to be approved ahead of time.

c. Donations to causes cannot be made from budget.

VII. OTHER REPORTS

A. Library Director's Report - Danke - See attached. (note: We are now recording door counts. Still have an ongoing issue with the outside power assist button. There will be an update of computers in February.)

B. Friend's Meeting - J. Shannahan reported that the Gala took in over \$8,000.

C. Townships and Village Reports- Graves/Albrecht, Wawrzyniak/Boone, Coulter/Rieger

a. Boone reported on short-term rentals in the village and adjacent units.

b. Rieger reported that the Bingham Planning Commission will be working on some changes that might affect agricultural areas.

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. Upcoming Board absences: D. Wawrzyniak in Feb. and B. Graves and J. Coulter in March.

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 9:53 a.m.

Respectfully Submitted,
Jeannie Coulter, secretary

NOTE: Next regularly scheduled meeting is on February 15, 2023 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: Jan 2023

Statistics

Dec 2022 circulation: 2745

SBBDL physical items: 1612

UpNorth Digital: 949

MeLCat: 147/37

Dec 2021 circulation: 2438

SBBDL physical items: 1544

UpNorth Digital: 699

MeLCat: 166/29

Youth Services/Programming

-Library card project with SB EC & Elementary in progress

-Family Fun with Crafts had 10 attendees

-Family Fun with Legos had 23 attendees (giveaways provided by Friends)

-Monthly visit to one daycare & regular storytimes for preschoolers at library

Upcoming...

-Weekly Preschool Story Times each Tuesday this winter except Dec 31, Jan 31 and Feb 28

Feb 18: Yetifest

March is Reading Month

Adult Services/Programming

-Sue C. held book discussion group informational meeting. Will be starting a monthly afternoon book club, Feb date & book TBD.

Daily Operations & Staffing

-Minimum wage increase to \$10.10 went into effect on Jan 1; may be an additional increase to \$12 with sick leave for all on Feb 20.

-Both on-call circulation clerks gone month of Feb

-We are now recording door counts

-Annual report for library patrons complete and can be found online at

<https://www.sbbdl.org/Annual-Reports> or at the library's front desk

-Annual report to state in progress

Facilities

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

-Ongoing issue with the outside power assist button

-Update of public computers & main circulation computer current project

-Community Meeting Room revamp in planning stage

-Hand sanitizer dispenser in progress

Local/Library Community

-Healthiest You healthcare benefit now offered through the MLA

-SB Chamber is planning YetiFest for February 18; library will be involved per usual

-Libraries nationwide are seeing challenges mainly to LGBTQ+ materials

-Invited Northland Library Cooperative's director Linda Adams to library at 10:30am on April 19

Respectfully submitted by Danielle 'Nellie' Danke, Jan, 2023