

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

MEETING MINUTES - DECEMBER 20, 2022 - MEETING HELD IN THE LIBRARY'S READING CORNER (UPPER LEVEL) **IN PERSON.**

Zoom is not allowed at this time, but is available to the public on request.

I. CALL OF MONTHLY MEETING TO ORDER:

Vice President Debbie Wawrzyniak called the meeting of the Suttons Bay-Bingham Library Board of Trustees to order on December 22, 2022 at 9:08 a.m.

ROLL CALL OF TRUSTEES - QUORUM PRESENT

PRESENT: S. Albrecht, J. Coulter, B. Graves, D. Wawrzyniak, T. Rieger. S. Boone (President) arrived at 9:30 a.m. and continued the meeting.

PUBLIC ATTENDANCE: L. Wawrzyniak, Friends's Vice President and N. Danke, Library Director

AGENDA CHANGES AND APPROVAL: Albrecht moved that the December agenda be approved. Wawrzyniak seconded the motion. Agenda approved by a show of hands.

II. PUBLIC COMMENTS-NONE

III. SECRETARY'S REPORT - T. Rieger moved that the December minutes be approved. D. Wawrzyniak seconded the motion. Secretary's Report approved by a show of hands.

IV. TREASURER'S REPORT: GRAVES

During the month of November, our financial balance decreased by approximately \$4,070. There were no unusual or unexpected expenses. There were three electronic transfers to pay utility bills and one to cover payroll taxes. Checks 15155 to 15175 were written to pay pending bills. There were fifteen direct deposits made to cover payroll. The last payment was made to Easling Construction and our project is now complete. We are well within our total budget for the year. S. Albrecht moved that the treasurer's report be accepted. T. Rieger seconded. Treasurer's report approved by a show of hands.

IV. OLD BUSINESS:

A. Library Entrance and Ribbon Cutting updates

Director Danke reported that photos were taken by the Leelanau Enterprise and posted in the paper. Leveling of the ground will take place in the spring. The malfunction of the power door is being addressed.

B. Community Room enhancements-Albrecht

The committee will meet with a decorator. They will also meet with the Friends to address the storage of decorations.

C. Policies and Procedures

Policy on Privacy/Internet Usage is left to discuss and is tabled until February. D. Wawrzyniak and Director Danke will discuss Privacy and S. Boone, T. Rieger will study internet usage.

V. NEW BUSINESS

A. Election of officers will take place at the January meeting and announcement of officers will take place in February.

B. Financial Audit Report

The report is available in the library and to the board members. Discussion postponed to January meeting.

C. Changes to Minimum Wage/Sick Leave Policy

1. Current payment of \$9.57 changes to \$10.10 so we are compliant.
2. This will change to \$12.00 in February and our page will be included as well as our circulation clerk in the sick leave policy.
3. Current payment will begin in January.
4. Our pages will get two raises per year. (minimum wage raises are compliant)
5. T. Rieger moved that B. Graves, S. Boone and N. Danke be authorized to put the minimum raises into the budget to be compliant. S. Albrecht seconded the motion.
MOTION PASSED BY A SHOW OF HANDS.

D. Hand sanitizer dispenser

S. Albrecht and N. Danke will look into a free- standing vs. wall-mounted dispenser.

VII. REPORTS

A. Library Director's Report: Danke - See attached.
The annual report is in progress.

B. Friend's meeting: Vice President L. Wawrzyniak
101 tickets were sold for the Dec. 10 Christmas Gala. 96 people attended and over \$8,000 profit was made. Credit cards were used by over %75 of the purchases.

C. Townships and Village Reports.

1. Graves/Albrecht - SB Township - No Report
 2. Wawrzyniak/ Boone - SB Village - No Report
 3. Coulter/Rieger - Bingham Township -
- D. Chamber of Commerce Report - Danke- Yeti-Fest in February
E. BOT Final Comments -None
F. Public Comments -None

VII. MOTION TO ADJOURN:

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

Meeting adjourned at 9:55 a.m.

Note: Next regularly scheduled meeting, January 18, 2023 at 9:00 a.m. Quorum required. Contact Boone (231-409-0524) if unable to attend.

Respectfully submitted,
D. Jeannie Coulter, Secretary

DIRECTOR'S REPORT: December 2023

Statistics

Nov 2022 circulation: 2958

SBBDL physical items: 1838

UpNorth Digital: 929

MeLCat: 191

Nov 2021 circulation: 2611

SBBDL physical items: 1719

UpNorth Digital: 703

MeLCat: 189

Youth Services/Programming

-Library card project with SB EC & Elementary in progress

Upcoming...

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

Dec 17: Family Fun with Crafts

Jan 14: Family Fun with Legos

Feb 18: Yetifest

Adult Services/Programming

Nov 22: Jacob Wheeler author talk joint program with Bay Books at SBBDL - 14 attendees

Nov 26: Autumn A. at Chamber's Holiday in the Village (library outreach) was well attended

Dec 8: Nice ribbon-cutting ceremony for new entryway followed by a press release in the Enterprise

Upcoming...

-No adult programs in December

Jan 12: SBBDL book discussion group informational meeting

Daily Operations & Staffing

-Mary Robertson will join Suzanne Rogers as our second on-call circulation clerk

-Minimum wage increase goes into effect on January 1

-Received good report from completed financial audit

Facilities

-Fire inspection completed. Fire chief noted improvements since last year and made further suggestions for improvement.

-Several issues with fire alarm system resolved with TADL's help

-New activity counter installed

-Increase in janitorial services rates for 2023

-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

Local/Library Community

-Friends Gala Huge Success!

-Healthiest You healthcare benefit now offered through the MLA

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

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

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