

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

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 WITH THE OPEN MEETING ACT.

I. CALL TO ORDER

President Sandy Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order on February 15, 2023 at 9:06 am.

ROLL CALL OF TRUSTEES-QUORUM PRESENT IN PERSON

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

Also present: Nellie Danke, Director; Jim Shannahan, Friends Representative

II. AGENDA CHANGES AND APPROVAL

S. Boone moved that the agenda be approved. Seconded by T. Rieger. Motion passed by show of hands.

III. PUBLIC COMMENTS – None

IV. SECRETARY'S REPORT

Minutes of the January 18, 2023, minutes presented by J. Coulter. S. Boone moved the minutes be approved as presented. Seconded by B. Graves. Motion passed by show of hands.

V. TREASURER'S REPORT

During the month of January, our financial balance increased by approximately \$68,160.00. There were no unusual or unexpected expenses. There was one electronic transfer to pay a utility bill and one to cover payroll taxes. Checks 15192 to 15201 were written incorrectly and voided. Checks 15202 to 15217 were written to cover pending bills. There were thirteen direct deposits made to cover payroll. We also purchased a CD for \$100,000.00 (13 months at 4.25%) and will be purchasing another CD. We are well within our total budget for the year.

S. Boone moved we approve the Treasurer's Report as presented. Seconded by T. Rieger. Motion passed by show of hands.

B. Graves will check with auditor on correct wording for approving payment of bills.

VI. OLD BUSINESS

A. Community room enhancements. S. Albrecht reported she and N. Danke will be meeting with the decorator on February 15, 2023.

B. Policies and Procedures. S. Boone, N. Danke, and T. Rieger met to review the internet usage policies. N. Danke presented the recommended changes. S. Boone moved we accept the changes to the policy. Seconded by S. Albrecht. Motion passed by show of hands.

VII. NEW BUSINESS

A. March meeting. The March meeting will be cancelled due to lack of quorum. If necessary, the meeting will be rescheduled.

B. Trustee policies and training. Three documents are available for review: the old policy in the Trustee manual, the 2019 training manual and the Michigan Public Library Trustee Manual of 2021.

Linda Adams, director of the Northland Library Cooperative, will visit our library on April 19, 2023, and will be available to discuss policy issues.

C. Circulation Clerk pay raise. N. Danke requested we increase the pay rate of one of the circulation clerks from \$14.00 to \$15.00 per hour beginning the next pay period. B. Graves moved we approve the pay increase. Seconded by J. Coulter. Motion passed by show of hands.

VIII. REPORTS

A. Director's Report. Director's report is attached. Digital borrowing is at a record high. The library will be purchasing additional digital information to enhance our collection.

B. Friends Report. J. Shannahan reported that in spring a sign will be placed on the book drop box indicating it was donated by the Friends of the Library. Book collections for the annual book sale will resume in March. The Little Lending Libraries are going well.

C. Townships and Village Reports – None

D. Chamber of Commerce – Yeti Fest will be held Saturday, February 18.

E. BOT Comments – None

F. Public Comments – None

IX. MOTION TO ADJOURN S. Boone moved to adjourn. Seconded by J. Coulter. Motion passed by show of hands. Meeting adjourned at 9:55 am.

Respectfully submitted,
Toddy Rieger, Secretary

Note: Next regularly scheduled meeting is April 19, 2023, at 9:00 am due to cancellation of March meeting. Quorum required. Contact S. Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: February 2023

Statistics

Jan 2023 circulation: 3113

SBBDL physical items: 1794

UpNorth Digital: 1070

MeLCat: 202 borrowed, 47 loaned

Jan 2022 circulation: 2385

SBBDL physical items: 1404

UpNorth Digital: 760

MeLCat: 185 borrowed, 36 loaned

Youth Services/Programming

-Library cards have been distributed to SB EC & Elementary students

-Regular storytimes for preschoolers at library & monthly visit to one daycare

-Giveaway books for Black History Month provided by United Way

Upcoming...

Feb 18: Yetifest

-March is Reading Month school visits

March 18: Family Fun with Dragons

Adult Services/Programming

-Feb book discussion: *The Buddha in the Attic*, 13 attendees

Upcoming...

-March 9 book discussion: *The Feather Thief*

Daily Operations & Staffing

-Minimum wage increase to \$10.10 went into effect on Jan 1; no additional increase scheduled.

-Both on-call circulation clerks gone month of Feb, staff vacations

-Annual report to state complete

Facilities

-Hand sanitizer dispenser installed

Current...

-Quilt added to artwork (temporary)

-Update of public computers & main circulation computer

-Outside power assist button

-Replacement of chains & safety brackets on roller blinds

-Flagpole rope

Upcoming...

-Community Meeting Room revamp in planning stage

Spring: deep clean & carpet shampoo

Spring: replace garden mulch & level book drop

Local/Library Community

-SB Chamber is planning YetiFest for February 18: **Martha is looking for one or two people to help**

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

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