

**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 ACCORDNCE WITH THE OPEN MEETINGS ACT.**

**I. CALL TO ORDER**

President Sandy Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order on April 19, 2023, at 9:01 am.

**ROLL CALL OF TRUSTEES-QUORUM PRESENT IN PERSON**

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

**ALSO PRESENT:** Nellie Danke, Director; Jim Shannahan, Friends Representative; Autumn Anderson, Staff Member; Martha Topol, Staff Member

**II. AGENDA CHANGES AND APPROVAL**

Agenda approved as presented.

**III. PUBLIC COMMENTS – None**

**IV. SECRETARY'S REPORT**

Motion by S. Boone, second by B. Graves to approve Secretary's Report as presented. Motion passed by show of hands.

**V. TREASURER'S REPORT**

During the month of February our financial balance decreased by approximately \$2,517.00. There were no unusual or unexpected expenses. There were three electronic transfers to pay utility bills and one to cover payroll taxes. Checks 15224 to 15227 and check 15234 were written incorrectly and voided. Checks 15219 to 15233 and 15235 were written to cover pending bills. There were thirteen direct deposits made to cover payroll. We are well within our total budget for the year. Marilyn Riggs, our regular bookkeeper, has been out because of an accident. Thus, the clerical problem in printing checks.

During the month of March our financial balance increased by approximately \$16,164.00. There were no unusual or unexpected expenses. There was one electronic transfer to pay a utility bill and one to cover payroll taxes. Checks 15236 to 15247 were written to cover pending bills. There were twelve direct deposits made to cover payroll. We are well within our total budget for the year.

Motion by S. Boone, second by S. Albrecht to accept the Treasurer's Report as presented.  
Motion carried by show of hands.

## **VI. OLD BUSINESS**

A. Community Room Enhancements-S. Albrecht gave an extensive report on the proposed design, layout, furniture and other upgrades for the Community Room. The total cost estimate for the project, including furniture, audio visual upgrades, and electrical work is \$25,000.

Motion by S. Albrecht, second by D. Wawrzyniak to approve \$25,000 to proceed with the upgrade. Motion passed by show of hands.

Storage room clean-out has begun with project completion expected by the end of the year.

C. On Line Trustee Training-We agreed to meet in the Community Room on Thursday, May 4 at 10:00 am to view the on line trustee training videos.

## **VII. NEW BUSINESS**

A. Facilities Needs-N.Danke reviewed three needed facility upgrades. The fluorescent lighting in the staff room, the front desk area, and the CD area needs to be replaced with LED lights. The drinking fountain has begun leaking and needs to be replaced. N. Danke recommended we replace it with a dual level fountain with water bottle filling capabilities. Both of the toilets in the upper level need replacing. Cost for the three projects total approximately \$9,000.

Motion by J. Coulter, second by D. Wawrzyniak to budget \$9,000 for the three facility upgrades. Motion passed by show of hands.

B. Adjustments to Budget- Motion by S. Boone, second by D. Wawrzyniak to adjust the budget to add \$25,000 to capital outlay and \$9,000 to repairs. Motion carried by show of hands.

D. Trustee Policies-S. Boone distributed the current and the proposed Trustee responsibilities for our review and suggested changes. To be discussed at the May Board meeting.

## **VIII. REPORTS**

A. Director's Report is attached.

B. Friends of the Library Report-J. Shannahan reported May will be the final book collection as they have run out of storage space. Northport Library inquired if we have a written Memorandum of Understanding between the Friends and the library. Jim and Nellie will explore if we have one and, if not, is one needed. The landscaping around the library has been refreshed. In celebration of National Library Week, the Friends will provide coffee and refreshments each day that week. The Friends are sponsoring a Meet and Greet on April 20 at VI Grill.

C. Township and Village Reports-None

D. Chamber of Commerce Report-None

E. BOT Comments-J. Coulter and D. Wawrzyniak will conduct N. Danke's annual performance review.

F. Public Comments-None

## **IX. MOTION TO ADJOURN**

Motion by S. Boone, second by J. Coulter to adjourn. Motion passed by show of hands.  
Meeting adjourned at 10:05 am.

Respectfully submitted,  
Toddy Rieger, Secretary

**NOTE:** Next regularly scheduled meeting is May 17, 2023, at 9:00 am. Quorum required.  
Contact S. Boone (231-409-0524) if unable to attend.

## DIRECTOR'S REPORT: April 2023

### Statistics

**Feb 2023 circulation: 2673**

SBBDL physical items: 1551

UpNorth Digital: 892

MeLCat: borrowed 197, loaned 33

**Feb 2023 door count: 1952**

**Feb 2022 circulation: 2542**

SBBDL physical items: 1598

UpNorth Digital: 741

MeLCat: borrowed 156, loaned 47

**March 2023 circulation: 3269**

SBBDL physical items: 1965

UpNorth Digital: 1113

MeLCat: borrowed 154, loaned 37

**March 2023 door count: 2113**

**March 2022 circulation: 2971**

SBBDL physical items: 2022

UpNorth Digital: 782

MeLCat: borrowed 125, loaned 42

### Youth Services/Programming

-February's Yeti Fest event was well attended. The library's door count was 419 people that day. Thanks to volunteers who helped with this event.

-March is Reading Month. To promote reading & library use Martha visited all early childhood & elementary classes at SBPS. A Reading Month giveaway for kids (hat or pencil/notebook) at the library desk was supported by Friends.

-March 18's Family Fun with Dragons event included STEAM activities & read-aloud, and had 36 attendees.

#### **Upcoming...**

April 29: Family Fun with Spring event

### Adult Services/Programming

-March 9 book discussion of *The Feather Thief* had 7 attendees

-April 13 book discussion of *The Book of Goose* had 10 attendees

#### **Upcoming...**

April 18: Tech Tuesday with Sharecare/LIFT

April 27: Inland Seas

May 3 & 24: Better Sleep with Dr. Carrie

May 11: *The Body Tells the Score* book discussion

June 8: *The Woman in the Library* book discussion

### Displays/Passive Programming

The library regularly changes the display case and material displays and is now regularly changing the activities that patrons can participate in while at the library (passive programs).

Examples include coloring/activity sheets for kids, the monthly guessing game at the front desk, and the Find the Leprechaun game & Spring Puzzle Exchange offered in March.

A special thanks to high school student Minnie B. who volunteered to create window displays for the Month of the Young Child and the upcoming National Library Week as part of her service hours for the National Honor Society.

### Daily Operations & Staffing

-Erica C. resigned from FT Assistant Director position with an end date of April 30

- Assistant Director position opened to internal applicants only. Autumn A. interviewed for and was offered the position. Her start date is May 1.
- PT Circulation Clerk position opened by Autumn's hire has been offered to Erica C., offer is pending
- Feb 23 was a snow day
- Narcan training video during March staff meeting

### **Facilities**

- Covid-19 memorial quilt installed by local quilting group. Will remain on display through 2023 (approximately). They installed attractive wooden clamps that can be used to display textiles and banners in the future.
- New catalog/registration computer installed
- New public computers installed
- New main circulation computer installed
- Linked power strips to public computers removed, as recommended by fire department
- Replacement of chains & safety brackets on roller blinds
- Library gardens prepped for Spring; this work is organized and paid for by the Friends.

### **Upcoming...**

- Outside power assist button
- Level book drop
- Flagpole rope
- AA Electric can replace failing fluorescent lights with LED lights at the front desk, staff office and near the entry (by AV area) for an estimated cost of \$2200.
- Leelanau Plumbing can replace drinking fountain. Estimate ranges from \$700 plus labor to \$3000 plus labor depending on the type of drinking fountain.
- Leelanau Plumbing can replace toilet(s) in upstairs bathroom(s). Estimate is \$350 per toilet plus \$300 labor.
- Community Meeting Room revamp

April 22-23: Spring cleaning will be done by our regular cleaning service

**May 20: Closing early at noon for carpet cleaning;** library also has an appointment at Leelanau county's hazardous waste drop-off that afternoon.

### **Local/Library Community**

- April 13: Parenting Communities Month of the Young Child youth parade started/ended at library
- April 15 & May 13: Friends Book Donation Drop-Off Days
- April 19: Northland Library Cooperative's director Linda Adams will be at the library at 10:15am to talk about trends in Michigan libraries and for an informal visit. Library Board, staff & Friends are invited.
- April 20: Friends Meet & Mingle at VI Grill
- April 24-28: Celebrate National Library Week at SBBDL; Friends will provide coffee & cookies each morning.
- Library staff involved with Exposures, local teen arts publication (Nellie) and Battle of the Books, local reading event for 4th graders (Martha)
- SB Chamber of Commerce investing in more social media exposure, has updated its website; see their website for the Chamber's upcoming summer events.

*Respectfully submitted by Danielle 'Nellie' Danke, April, 2023*