

**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 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 May 17, 2023, at 9:02 a.m.

**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; Len Wawrzyniak, Friends Representative

**II. AGENDA CHANGES AND APPROVAL**

Motion by S. Boone, second by S. Albrecht to approve agenda as presented. Passed by show of hands.

**III. PUBLIC COMMENTS – None**

**IV. SECRETARY'S REPORT**

Motion by S. Boone, second by D. Wawrzyniak to approve Secretary's report as presented. Passed by show of hands.

**V. TREASURER'S REPORT**

During the month of April our financial balance decreased by approximately \$13,800.00. There were no unusual or unexpected expenses. There were three electronic transfers to pay two utility bills and one to cover payroll taxes. Checks 15248 to 15264 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.

Motion by S. Boone, second by S. Albrecht to accept Treasurer's report as presented. Passed by show of hands.

**VI. OLD BUSINESS**

A. Community Room Enhancements. S. Albrecht has meet with the designer and selected colors for the new tables and cabinets. Phase I will includes reconfiguration of the storage room

Estimate for purchase of file cabinets, tables and chairs is \$7800.00. Phase II will begin sometime after the book sale.

B. The lighting for the office and CD entry area has been ordered and will be installed as soon as it arrives. The toilet has been replaced and the search for an appropriate drinking fountain is on-going.

## **VII. NEW BUSINESS**

A. The budget for fiscal year July 1, 2023 through June 30, 2024 was presented and discussed. At this time we have only estimates of income from both Bingham Township and Suttons Bay Township but we will hopefully have definite figures from both in the near future.

B. The Director's performance review was presented and discussed very positively. Motion to accept the performance review by S. Boone, second by D. Wawrzyniak. Passed by show of hands.

Motion by D. Wawrzyniak, second by S. Albrecht to set the Director's salary for the coming fiscal year at \$70,000.00. Passed by show of hands.

S. Boone appointed a committee consisting of D. Wawrzyniak, T. Rieger, and N. Danke to explore possible health insurance for the future.

C. Trustee Policy discussion tabled until the June 21, 2023, meeting.

## **VIII. REPORTS**

A. Director's Report is attached.

B. Friends of the Library Report. Len Wawrzyniak indicated approximately 27 people attended the Meet and Mingle event at the VI Grill resulting in 3 new members. Another Meet & Mingle will be held May 25 at the VI Grill. The gardens have been landscaped. The Friends donation plaque has been installed on the new book drop.

C. Township and Village Reports – None

D. Chamber of Commerce Report – None

E. BOT Final Comments. N. Danke will check into the rules regarding millage requests.

**IX. MOTION TO ADJOURN.** Motion by S. Boone, second by J. Coulter to adjourn. Passed by show of hands. Meeting adjourned at 10:17 a.m.

Respectfully submitted,  
Toddy Rieger, Secretary

**Next regularly scheduled meeting will be held June 21, 2023, at 9:00 a.m. Quorum required.  
Contact S. Boone (231-409-0524) if unable to attend.**

## **DIRECTOR'S REPORT: May 2023**

### **Statistics**

**April 2023 circulation: 2864**

SBBDL physical items: 1675

UpNorth Digital: 1041

MeLCat: borrowed 106, loaned 42

**April 2022 circulation: 2743**

SBBDL physical items: 1775

UpNorth Digital: 761

MeLCat: borrowed 162, loaned 45

**April 2023 door count: 2108**

### **Youth Services/Programming**

-Weekly library story times, monthly daycare & playgroup story times

April 29: Family Fun with Spring event had 7 attendees

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

-Summer Reading Program! Will incorporate a reading challenge, special events, outdoor story times and Community of Readers display. Promoting to local families as well as with schools.

June 24: ISEA Pier Party outreach table

### **Adult Services/Programming**

April 18: Tech Tuesday with Sharecare/LIFT had 1 attendee

April 27: Inland Seas had 7 attendees

May 3: Better Sleep with Dr. Carrie had 10 attendees

May 11: The Body Tells the Score book discussion had 6 attendees

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

May 3 & 24: Better Sleep with Dr. Carrie

June 8: The Woman in the Library book discussion

June 20: Senior Expo outreach table

### **Daily Operations & Staffing**

May 1: Autumn started as FT Assistant Director, Erica started as PT Circulation Clerk

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

-Annual check-ins with staff

May 29: Closed for Memorial Day

### **Facilities**

-Spring cleaning done by our regular cleaning service

-Toilet replaced

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

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

May 31: Midweek cleanings start

-Outside power assist button

-Level book drop

-Flagpole rope

-AA Electric will replace failing fluorescent lights with LED lights in front area of library

-Leelanau Plumbing will replace drinking fountain

-Community Meeting Room revamp

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