

**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 June 21, 2023, at 9:02 a.m.

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

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

**ABSENT:** S. Albrecht, B. Graves

**ALSO PRESENT:** Nellie Danke, Director; Jim Shannahan, Friends of the Library

**II. AGENDA CHANGES AND APPROVAL**

Request to table item VIIB-Trustee Policies- until a later date.

**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 May our financial balance decreased by approximately \$5,800.00. There were no unusual or unexpected expenses. There were three electronic transfers. Two were to pay utility bills and one was to cover payroll taxes. Checks 15265 to 15283 were written to cover pending bills. There were seventeen direct deposits made to cover payroll. We are well within our total budget for the year. However, there are three areas where we need to increase the 22-23 budget to cover funds spent in that area.

Category		Increase	New Budget Amount
973-5012	Material processing	360.00	360.00
807-6230	Adm. Legal and Prof.	600.00	8100.00
808-6250	Dues	2100.00	4600.00

Motion by J. Coulter, second by D. Wawrzyniak to approve Treasurer's Report as presented.  
Passed by show of hands.

## **VI. OLD BUSINESS**

**A.** The Community Room is progressing on schedule. Rooms have been decluttered.  
Replacement tables and filing cabinets for the store rooms have been ordered.

**B.** Lighting in the front area of the library has been done. The outside door assist button appears to be working. The drinking fountain replacement is pending. Deering Tree Service replaced the flag pole rope at no charge as a public service.

## **VII. NEW BUSINESS**

**A.** Budget Adoption for 2023-2024 budget. Discussion of the increase in income from Bingham Township and from Suttons Bay Township. Motion by S. Boone, second by T. Rieger to approve the updated budget for July 1, 2023-June 30, 2024. Passed by show of hands.

**C.** N. Danke will sign the Director's Contract following minor adjustments.

**D.** D. Wawrzyniak is seeking quotes for health insurance for full time employees.

## **VIII. REPORTS**

**A.** Director's Report is attached.

**B.** Jim Shannahan reported the Friends has appointed a new manager for the book sale.

**C.** Township and Village Reports-None

**D.** Chamber of Commerce sponsored the Wine Walk in the Village and are planning several other activities.

**E.**Board of Trustees- Received a Thank You note from Autumn for the graduation gift.

**F.** Public Comment-None

## **IX. MOTION TO ADJOURN**

Motion by S. Boone, second by D. Wawrzyniak to adjourn. Passed by show of hands.  
Meeting adjourned at 9:51 a.m.

Respectfully submitted,  
Toddy Rieger, Secretary

**Next regularly scheduled meeting will be held July 19, 2023, at 9:00 a.m. Quorum required.  
Contact S. Boone (231-409-0524) if unable to attend.**