

**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 AND ROLL CALL

President Sandy Boone called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order on July 19, 2023, at 9:03 a.m.

Present: S. Boone, J. Coulter, B. Graves, T. Rieger

Absent: S. Albrecht, D. Wawrzyniak

Also Present: N. Danke, Director, J. Shannahan, Friends Representative

Quorum was present in person.

II. AGENDA CHANGES AND APPROVAL

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

III. PUBLIC COMMENTS-None

IV. SECRETARY'S REPORT

Motion by J. Coulter, second by B. Graves to approve Secretary's Report as presented. Passed by show of hands.

V. TREASURER'S REPORT

During the month of June our financial balance decreased by approximately \$24,380.00. There were no unusual or unexpected expenses. There were four electronic transfers, three to pay utility bills and one was to cover payroll taxes. Checks 15284 to 15302 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 T. Rieger to approve Treasurer's Report as presented. Passed by show of hands.

VI. OLD BUSINESS

A. Plumbers completed the bathroom sink repairs. The drinking fountain replacement will be a 3-day job, so the replacement will be done in the fall. If the current drinking fountain dies before fall, we will get a Culligan water cooler.

B. Information on health insurance has been forwarded to the library director. Further action tabled.

C. Sixteen new chairs have arrived for the community room. The old tables will be removed by the Friends of the Library when the new ones arrive. The quote for AV upgrades is higher than the previous quote.

VII. NEW BUSINESS

A. S. Boone appointed J. Coulter and T. Rieger to review the Trustees Policy and Procedures for presentation at the August meeting.

B. N. Danke will be attending a webinar series on strategic planning. Planning on the 5-year strategic plan tabled until after the webinar.

VIII. REPORTS

A. Director's Report is attached.

B. J. Shannahan reported scheduling of the book drop leveling has been difficult and will be looked into after the book sale. Book sale staffing has been an issue.

C. No township or village reports

D. Chamber of Commerce will be hosting a village wine walk.

E. No Board of Trustee comments.

F. No public comments.

IX. MOTION TO ADJOURN

Motion by S. Boone, second by J. Coulter to adjourn. Motion passed by show of hands. Meeting adjourned at 9:52 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS AUGUST 16, 2023, AT 9:00 AM. QUORUM IS REQUIRED. CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.