

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

MEETING HELD IN THE LIBRARY MAIN FLOOR SEATING AREA IN PERON. 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 August 16, 2023, at 9:03 a.m.

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

Absent: S. Albrecht

Also present: N. Danke, Director; J. Shannahan, Friends Representative

Quorum was present.

II. AGENDA CHANGES AND APPROVAL

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

III. PUBLIC COMMENT-None

IV. SECRETARY'S REPORT

Motion by D. Wawrzyniak, second by J. Coulter to accept the Secretary's Report as presented. Passed by show of hands.

V. TREASURER'S REPORT

During the month of July our financial balance decreased by approximately \$17,870.00. There were two electronic transfers, one to pay a utility bill and one to cover payroll taxes. Checks 15303 to 15325 were written to cover pending bills. There were thirteen direct deposits made to cover payroll. Our annual audit by Tobin and Company should be completed by the end of September. We are well within our total budget for the year.

Action on Treasurer's Report tabled until September meeting.

VI. OLD BUSINESS

A. Drinking fountain. The drinking fountain replacement is still pending for a fall installation.

B. Health Insurance Update. D. Wawrzyniak presented current insurance premium costs. Premiums for next year will be available in October. She will explore whether it is possible for Autumn to enroll in January and Nellie in July. We will contract with one of the two companies that has responded to our inquiries.

C. Community Room. Renovations are progressing. Painting will begin; old tables and chairs are to be sold.

VII. NEW BUSINESS

A. Policies and Procedures. J. Coulter and T. Rieger reviewed suggested changes to the old policies with board discussion of those changes. The final draft of the policies and procedures will be prepared for board approval in September.

B. Strategic Plan. N. Danke reviewed information from the webinars on strategic plans that she attended. We will begin gathering public input for preparing our new 5-year plan in early spring of 2024.

C. Narcan Box. The Health Department has 3 boxes for distribution throughout the county. We will suggest they contact Suttons Bay Village for an appropriate location in the Village, possibly at the bus stop adjacent to the library.

D. Parking Complaints. Some patrons have complained that the 1-hour parking spaces in front of the library are being abused. Since the library has no control over village parking, the staff will politely inform patrons of the situation.

VIII. REPORTS

A. Director's Report. The Director's report is attached. William Kent Krueger will have a book presentation somewhere in our area on May 18, 2024!

B. Friends of the Library. J. Shannahan reported on a successful book sale (with no rain). There were fewer books left over than in previous years. They do not have the final figures on proceeds.

C. Townships and Village. Bingham Township is building an addition to the township hall to provide a private space for counting absentee ballots.

D. Chamber of Commerce. The Chamber will sponsor a wine walk in the Village in September. The Friends of the Library have joined the Chamber.

E. Board of Trustees Comments. None.

F. Public Comments. None.

IX. MOTION TO ADJOURN

Motion by S. Boone, second by J. Coulter to adjourn. Passed by show of hands.

Meeting adjourned at 10:37 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS SEPTEMBER 20, 2023 AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.