

**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 September 20, 2023, at 9: 08 a.m.

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

Absent: D. Wawryzniak

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

Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Section VII B. Add discussion of upcoming millage.

Delete July treasurer's report from agenda.

Motion by T. Rieger, second by B.Graves to approve agenda as amended. Passed by show of hands.

III. PUBLIC COMMENT – None

IV. SECRETARY'S REPORT

Motion by S. Boone, second by S. Albrecht to accept the Secretary's Report as presented.

Passed by show of hands.

V. TREASURER'S REPORT

Motion by S. Boone, second by J. Coulter to approve the July and August Treasurer's Report as presented. Motion passed by show of hands.

VI. OLD BUSINESS

A. Drinking Fountain. Drinking fountain replacement is still pending.

B. Update on Health Insurance. Final decisions on health insurance are awaiting information on premium costs which are due out sometime in October.

C. Community Room Enhancements. We are on track with our timeline for completion. AV upgrades are ongoing. Friends of the Library are due to pick up the old tables and the old chairs have been offered to members of the Chamber of Commerce.

D. 5 Year Strategic Plan. We still expect the first stage of the planning process to begin after the new year. J. Coulter volunteered to be a Board representative on the planning committee.

VII. NEW BUSINESS

A. Trustee Policies and Procedures. Motion by S. Boone, second by S. Albrecht to accept the draft proposal and insert it in the Trustee Manual. Passed by show of hands.

B. Millage. Motion by T. Rieger, second by S. Albrecht to ask for a 0.5 mil property tax renewal to be placed on the August, 2024 ballot. Passed by show of hands. S. Boone will contact Mr. Stoker to assist with preparing the ballot language.

VIII. REPORTS

A. Director's Report. Library Director's Report is attached. Discussion of installing a defibrillator in the library at a cost of \$2,000 which can be purchased through the fire department. The fire department would provide training on defibrillator use. N. Danke will explore ordering a device.

B. Friends Report. J. Shannahan announced the first book collection for the book sale will take place Saturday, September 23, 2023. Leveling the book drop boxes is ongoing. Erica Chadwick will be heading up this year's gala. Collection of auction items is underway.

C. Township and Village Reports. S. Albrecht reported that Green Suttons Bay has received a grant from ReLeaf to plant 25 trees around the village. Planting will take place October 28 at 9:00 a.m.

D. Chamber of Commerce Report. None.

E. BOT Final Comments. None.

F. Public Comment. None.

IX MOTION TO ADJOURN

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

Meeting was adjourned at 9:58 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS OCTOBER 18, 2023, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.

DIRECTOR'S REPORT: Sept 2023

Statistics

Aug 2023 circulation: 3574

SBBDL physical items: 2199

UpNorth Digital: 1161

MeLCat: borrowed 147 , loaned 67

August 2023 door count: 3349

Aug 2022 circulation: 3780

SBBDL physical items: 2693

UpNorth Digital: 867

MeLCat: borrowed 176, loaned 44

Youth Services/Programming

Aug 29: Migrant Program Family Night had 18 attendees

Sept 5: Weekly Preschool Story Time resumed

Upcoming...

October 7: Family Fun with Monsters & Unicorns

Adult Services/Programming

Aug 30: Book Club Mixer had 16 attendees and special guest Noelle Riley from NWS

Sept 12: Tech Tuesday on eBooks & eAudiobooks had 4 attendees

Sept 14: Monthly BOOKENDS book discussion group resumed with 8 attendees discussing *Tin Camp Road* by Ellen Airgood

Upcoming...

Oct 10: Working on scheduling Tech Tuesday

October 12: BOOKENDS discussion of *The Disappearing Spoon* by Sam Kean

Facilities & Etc

Aug 30: Seasonal heating & cooling inspection & service done by Brian from MI Mechanical

Sept 6: Lynn, auditor from Tobin & Co Accounting, was here

Sept 19: Fire inspection, AED discussion with SB Fire Chief

Upcoming...

-Level book drop

-Replace drinking fountain

-Community Meeting Room revamp: Replacement of tables & chairs done, AV upgrade underway, painting & ordering storage cabinets are next steps

Local/Library Community

-Thanks to Mary R. for hosting our annual county library staff get together

Sept 13 & 14: Nellie attended UPRLC conference in Sault Ste. Marie

Upcoming

-Working with Leelanau Libraries to provide joint technology classes starting in the fall and a Leelanau Reads county-wide event in the spring

Sept 22-23: Autumn to attend Festival of the Book in Harbor Springs

Sept 23 & Oct 14: Friends Book Donation Drop-Off Days

Oct 1-7: Banned Books Week "Let Freedom Read"

October 15-21: National Friends of the Library Week

Oct 17-19: Autumn to attend MLA conference in Kalamazoo

Respectfully submitted by Danielle 'Nellie' Danke, Sept, 2023