

**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 October 18, 2023, at 9:05 a.m.

Present: S. Albrecht, S. Boone, J. Coulter, B. Graves, T. Rieger, D. Wawryzniak
Also present: N. Danke, Library Director; J. Shannahan, Friends Representative
Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Section VII A. Add discussion of art donation.

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

III. PUBLIC COMMENTS-None

IV. SECRETARY'S REPORT

Motion by D. Wawryzniak, second by S. Albrecht to accept the Secretary's Report as presented. Passed by show of hands.

V. TREASURER'S REPORT

During the month of September our financial balance decreased by approximately \$16,300.00. There were no unusual or unexpected expenses. There were three electronic transfers, two to pay utility bills and one to cover payroll taxes. Checks 15343 to 15357 were written to cover pending bills. There were fourteen direct deposits made to cover payroll. We are well within our total budget for the year.

Our audit report has arrived from the auditor. Marilyn will check with the auditing firm as to how to properly record 339.2390 Deferred Revenue from 2013. 805.6133 was categorized incorrectly and will be changed to 974.6126 Capital Outlay.

Motion by D. Wawryzniak, second by S. Albrecht to accept the Treasurer's Report. Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain replacement. The fountain has not yet been replaced. N. Danke will contact the plumber to inquire about securing service from another plumber.

B. Update on health insurance. We have received quotes from two insurance companies. The premiums for both Nellie and Autumn, including eye and dental, ranged from \$11,295/yr to a low of \$7784/yr.

D. Wawryzniak, T. Rieger, N. Danke, and A. Anderson will meet to discuss policy options.

Motion by D. Wawryzniak, second by S. Boone to approve expenditure of up to \$12,000 for premiums, with employees contributing 10%.

C. Community room. The AV portion of the renovation is complete. New cabinets are on order and casters will be put on the podium. Painting will ensue.

D. Five year strategic plan. No report.

E. Defibrillator. Device is on order. Friends of the Library have agreed to pay for it.

F. 2024 library millage request. S. Boone has contacted Dave Stoker for assistance in making sure the ballot language is correct. She will contact him again if there has been no response.

G. Community drop in event. D. Wawryzniak proposed the library host a weekly community drop-in, providing refreshments. She will discuss this possibility with the Friends.

VII. NEW BUSINESS

A. Art donation. B. Graves reported she had received a missive from Lois Bahle regarding a possible donation of a carving of a swan created by her uncle, Lane Rushmore. He wished to have the carving donated to the library.

Motion by S. Albrecht, second by T. Rieger to accept the donation. Passed by show of hands.

We will try to have the carving on display for the December gala.

VIII. REPORTS

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

B. Friends of the Library. J. Shannahan reiterated that the Friends will be purchasing the defibrillator. This is Friends of the Library Week, so the Friends are providing coffee and

cookies for patrons. Plans for the Gala are progressing well. The next book drop-off will take place November 18. The Friends are sponsoring Book-or-Treat for children October 25-31.

C. Township and Village Reports. On October 28, Green Suttons Bay will be planting trees throughout the village.

D. Chamber of Commerce. No report.

E. BOT Comments. None

F. Public Comments. None

IX. MOTION TO ADJOURN

Motion by S. Boone, second by S. Albrecht to adjourn. Motion passed by show of hands. Meeting adjourned at 9:56 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS NOVEMBER 15, 2023, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.

DIRECTOR'S REPORT: Oct 2023

Statistics

Sept 2023 circulation: 2921

SBBDL physical items: 1627

UpNorth Digital: 1096

MeLCat: borrowed 138, loaned 60

Sept 2023 door count: 2097

Sept 2022 circulation: 3146

SBBDL physical items: 1990

UpNorth Digital: 905

MeLCat: borrowed 208, loaned 43

Youth Services/Programming

-Fall Preschool Story Times held weekly through November 14

October 7: Family Fun with Monsters & Unicorns had a nice variety of activities & 37 attendees

Upcoming...

-School visits & library cards for new Suttons Bay elementary students are in the works

-Communicating with Leelanau Montessori on library cards for teachers & students

Oct 25-31: Book-or-Treat book giveaway sponsored by the Friends

Nov 3: Family Fun with Legos

Adult Services/Programming

Oct 12: BOOKENDs discussion of *The Disappearing Spoon* by Sam Kean

Oct 17: Tech Tuesday on Online Safety & Security

Upcoming...

Nov 9: BOOKENDs discussion of *The High Mountains of Portugal* by Yann Martel

Nov 14: Tech Tuesday on Getting Started with Gmail

Facilities

-FZ Technology installed new conference bar in Community Room and will install wireless access point to extend wifi range towards beach

-Power assist door is working again

Upcoming...

-Replace drinking fountain

-Community Meeting Room revamp: Replacement of tables & chairs, AV upgrade & removal of coat closet are done; storage cabinets on TV wall are on order. Next steps are casters on podium, ordering toy cabinet & painting.

-Friends sponsored projects: Level book drop, garden upkeep & sprinklers, AED

Local/Library Community

Autumn attended the Festival of the Book in Harbor Springs; she was able to meet a number of authors, learn about upcoming adult & children's books & attend discussions on current literary trends

Upcoming...

Oct 14 & Nov 18: Friends Book Donation Drop-Off Days

October 16-20: Coffee & Cookies National Friends of the Library Week

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

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