

**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

Vice President Debbie Wawryzniak called the meeting of the Suttons Bay-Bingham District Library Board of Trustees to order on November 15, 2023 at 9:06 a.m.

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

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

Absent: S. Boone

Quorum was present.

II. AGENDA CHANGES AND APPROVAL No changes

III. PUBLIC COMMENT None

IV. SECRETARY'S REPORT

Section VI G, Community Drop-In Event, of the October, 2023, minutes should indicate participants should bring their own refreshments.

Motion by S. Albrecht, second by J. Coulter to accept the minutes as amended. Passed by show of hands.

V. TREASURER'S REPORT

During the month of October our financial balance decreased by approximately \$46,000.00. This included several annual expenses and the cost of furnishings for the community room. There were no unusual or unexpected expenses. There were three electronic transfers, two to pay utility bills and one to cover payroll taxes. Checks 15358 to 15386 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.

Motion by J. Coulter, second by S. Albrecht to accept the Treasurer's Report as presented. Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain. N.Danke contacted Team Bob's regarding installation of the drinking fountain. They will present their estimate after we pay their fee for the estimate.

B. Health Insurance Update. Priority Health was chosen to provide employee health insurance. We will begin the application process which must be completed by December 1.

C. Community Room. The cabinets have been ordered. Estimates for painting are approximately \$6,000.00. The AV is all in and working well. We have purchased an outside wireless booster to service the public area east of the building and will try to get the WiFi branded. TADL will pay \$1,000.00 of the cost.

D. Five-year Plan. No report.

E. Defibrillator Update. The new AED has been installed courtesy of the Friends of the Library. Training for the AED use will be set up.

F. 2024 Millage Request. S. Boone received a phone call from David Stoker as well as the preliminary millage ballot wording. 2024 tax base is needed to ascertain millage revenue. She will meet with the county clerk next year to review Mr. Stoker's recommendations.

VII. NEW BUSINESS None.

VIII. REPORTS

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

B. Friends Report. J. Shannahan reported this Saturday will be the final book collection until spring. Sign up sheets for the Gala are posted in the library.

C. Townships and Village Reports

Suttons Bay Township has planted trees at Herman Park. Green Suttons Bay, with help from ReLeaf, has completed planting trees around the village.

D. Chamber of Commerce Report - None

E. Board of Trustee Comments – None

F. Public Comments – None

IX. MOTION TO ADJOURN

Motion by J. Coulter, second by S. Albrecht to adjourn. Motion passed by show of hands.
Meeting adjourned at 9:58 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

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

DIRECTOR'S REPORT: Nov 2023

Statistics

Oct 2023 circulation: 3271

SBBDL physical items: 1730

UpNorth Digital: 1340

MeLCat: borrowed 137 , loaned 64

Oct 2023 door count: 2182

Oct 2022 circulation: 2948

SBBDL physical items: 1843

UpNorth Digital: 912

MeLCat: borrowed 154 , loaned 39

Youth Services/Programming

Oct 24: Montessori 4th grade library visit

Oct 25-31: We gave away approximately 40 books during the Book-or-Treat book giveaway sponsored by the Friends

Nov 3: Family Fun with Legos had 39 attendees. Martha is trying Friday night Family Fun programs, rather than Saturday morning, to see if one is best for attendance.

-Fall Preschool Story Times held weekly through November 14

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

Nov 29: Montessori kindergarten library visit

-Winter Preschool Story Times start December 5

Dec 15: Family Fun with Crafts

Dec 26: Family Story Time

Adult Services/Programming

-Oct & Nov BOOKENDs book discussion had a total of 18 attendees

Oct 17: Tech Tuesday on Online Safety & Security had 4 attendees

Upcoming...

-Nellie & Autumn will be presenting Tech Tuesdays at the 4 libraries in Leelanau County

Nov 14: Tech Tuesday on Getting Started with Gmail

Jan 11: BOOKENDs discussion of *One Hundred Saturdays* by Michael Frank

Feb 8: BOOKENDs discussion of *The Book of Lost Friends* by Lisa Wingate

March 14: BOOKENDs discussion of *The Ride of her Life* by Elizabeth Letts

Facilities

-FZ Technology installed new wireless access point to extend wifi range towards beach.

-Annual copier maintenance done

-Friends sponsored project: Sprinkler system off

Upcoming...

-Estimate from Team Bob's to replace drinking fountain is coming.

-Community Room revamp: storage cabinets on TV wall are expected to be installed in early December. Podium casters & wall cabinets for toys are ordered. Two painting estimates are coming. Get word out to Village, Townships & patrons when project is further along.

-Branding wi-fi by next summer. Get word out to Village, Townships & patrons once branded.

-Friends sponsored projects: Level book drop, garden upkeep/tree trimming, AED

-Need feedback from Friends/Board on tree-trimming

Holiday Hours at the Library

Thanksgiving

Wednesday, November 22: Closing early at 2

Thursday, November 23: Closed

Friends Lights, Bites & Books Gala

Friday, December 8: Closing early at 2

Saturday, December 9: Closed

Christmas

Friday, December 22: Closing early at 2

Saturday, December 23 - Monday, December 25: Closed

New Year

Friday, December 29: Closing early at 2

Saturday, December 30 - Monday, January 1: Closed

Local/Library Community

-Michigan CLASS: Introduced in 1991 as an option for your everyday funds, the Michigan CLASS fund is a stable \$1.00 NAV local government investment pool that offers daily liquidity. Investments are made in accordance with Michigan State Law and include U.S. Agencies and Treasuries, repurchase agreements, collateralized bank deposits, money market funds, and more.

Oct 17-19: Autumn attended MLA conference in Kalamazoo

-Friends hosted Book Donation Drop-Off Day, Coffee & Cookies National Friends of the Library Week, Book-or-Treat in October

Upcoming...

Nov 18: Friends Book Donation Drop-Off Days

Nov 18: Suttons Bay Chamber Friends & Family Event (discounts for food donations)

Nov 25: Suttons Bay Chamber Holiday in the Village Event. Library is helping with Letters for Santa, Village Tree & Santa's Visit

December 9: Friends Lights, Bites & Books Gala!

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