

**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 January 17, 2024, at 9:11 a.m.

Present: S. Boone, J. Coulter, T. Rieger, D. Wawryzniak, B. Graves (9:22 a.m.)

Absent: S. Albrecht

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

Quorum was present.

**II. AGENDA CHANGES AND APPROVAL**

Motion by S. Boone, second by T. Rieger to approve the agenda as presented. Passed by show of hands.

**III. PUBLIC COMMENT** None

**IV. SECRETARY'S REPORT**

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

**V. TREASURER'S REPORT**

During the month of December our financial balance increased by approximately \$6,000.00. There were no unusual or unexpected expenses. There were five electronic transfers, three to pay utility bills, one for health insurance (new employee coverage), and one to cover payroll taxes. Checks 15401 to 15414 were written to cover pending bills. There were fifteen direct deposits made to cover payroll. We are well within our total budget for the year.

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

**VI. OLD BUSINESS**

A. Drinking fountain replacement is progressing.

B. Health insurance for employees is in place. N. Danke, S. Boone, and T. Rieger will meet to discuss salary adjustments necessary due to new health insurance coverage.

C. Community room is now being used for community activities. Repainting of community room and stairway will begin January 22.

D. Five year strategic plan. J. Coulter, N. Danke, and A. Anderson will begin the initial phase.

E. Defibrillator training is scheduled for Friday, January 19, at 9 a.m. at the Suttons Bay Fire Station. All staff, board members, and Friends of the Library are invited to attend.

F. Millage request. The library millage request will be given to the county clerk for wording approval.

## **VII. NEW BUSINESS**

A. Budget amendments. N. Danke suggested we do budget adjustments twice per year, once in February or March, to comply with auditor's remarks.

B. Trustee terms expiring in 2024.

D. Wawryzniak will not request that her term of office be renewed. She suggested Len Wawryzniak might be interesting in serving.

J. Coulter will request renewal of her term of office from the Bingham Township Board.

S. Albrecht has not indicated whether she wishes to serve another term.

C. Election of officers

Motion by J. Coulter, second by T. Rieger to elect S. Boone to the position of Board President. Passed by show of hands.

Motion by S. Boone, second by T. Rieger to elect D. Wawryzniak to the position of Vice President. Passed by show of hands.

Motion by S. Boone, second by D. Wawryzniak to elect T. Rieger to the position of Secretary. Passed by show of hands.

Motion by S. Boone, second by D. Wawryzniak to elect B. Graves to the position of Treasurer. Passed by show of hands.

D. Personnel policy. S. Boone appointed N. Danke, T. Rieger, and S. Boone to review the Personnel Policy, adjustments to the budget, and salary adjustments due to new health insurance coverage. They will report to the full board in February.

E. Oath of Office. Tabled until February.

## **VIII. REPORTS**

### **A. Director's Report**

Motion by T. Rieger, second by D. Wawryzniak that the library enter into the Northland Library Cooperative Reciprocal Borrowing Agreement that was presented by N. Danke. Passed by show of hands.

The Director's Report is attached.

B. Friends. J. Shannahan reported that the Friends of the Library has received a \$1000 donation. Book drop off will begin in March or April.

C. Township and Village reports. None

D. Chamber of Commerce. Yeti Fest will be held in February. They are reinvisioning the Christmas in the Village activities.

E. Board of Trustees comments. J. Coulter's new phone number is 231-883-3817.

F. Public comment. J. Shannahan reported he has received scam emails supposedly originating from our board members and urged caution when receiving suspicious emails.

## **IX. MOTION TO ADJOURN**

Motion by T. Rieger, second by J. Coulter to adjourn. Passed by show of hands. Meeting adjourned at 10:25 a.m.

Respectfully submitted,  
Toddy Rieger, Secretary

**NEXT REGULARLY SCHEDULED MEETING IS FEBRUARY 21, 2024 AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.**

## **DIRECTOR'S REPORT: Jan 2024**

### **Statistics**

**Dec 2023 circulation: 3252**

SBBDL physical items: 1545

UpNorth Digital: 1511

MeLCat: borrowed 157, loaned 39

**Dec 2023 door count: 1593**

**Dec 2022 circulation: 2745**

SBBDL physical items: 1612

UpNorth Digital: 949

MeLCat: borrowed 147, loaned 37

### **Annual Reports**

-Annual report for patrons coming out

Jan 31: Annual report for the state is due

### **Youth Services/Programming**

-Winter Preschool Story Times started Dec 5 and will run thru Feb 13

Dec Family Fun with Crafts had 21 attendees

-Dec 26 Family Story Time had 8 attendees and Jan 2 Family Story Time with Lynne Rae Perkins had 15 attendees

### **Upcoming...**

-Library cards for new Suttons Bay elementary students **will** be delivered Jan 19

Jan 19: Family Fun with Cardboard Crafts (rescheduled due to winter storm)

Feb 6: story time **will** have special guest Dr. Phoebe from Stowe Farm Pediatrics

Feb: Yeti Fest

### **Adult Services/Programming**

Jan 2-Feb 2: Puzzle Exchange is getting a fair response

Jan 11: BOOKENDs discussion had 7 attendees

Jan 15: Thanks to Leelanau Christian Neighbors (Jeannie & Julie) & PoWeR! Book Bags! We had 7 attendees participate in this service project.

### **Upcoming...**

Jan 17: Self Care & Movement workshop with Bodyworker Brian Truskowski

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

Date TBD: Wellness workshop with Kelly from Little Beauty Kitchen (herbalist & esthetician)

### **Facilities**

#### ***In progress...***

-Estimate from Team Bob's to replace drinking fountain

-Community Room revamp: Replacement cabinets, podium casters & wall cabinets for toys are ordered.

Painting is scheduled Jan 22 - Feb1. Fun stuff after that! Get word out to Village, Townships & patrons when the project is further along.

-Tree work

-Friends sponsored projects: Level book drop

### **Local/Library Community**

Jan 13: Closed due to winter storm

Jan 19: AED/CPR Training at 9am at SB Fire Hall for library staff, Board & Friends

-NLC reciprocal borrowing agreement to sign ***Respectfully submitted by Danielle 'Nellie' Danke, Jan, 2024***