

**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.**

**1. 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 December 20, 2023 at 9:08 a.m.

Present: S. Boone, J. Coulter, T. Rieger, D. Wawryzniak

Absent: S. Albrecht, B. Graves

Also present: N. Danke, Library Director; L. Wawryzniak, Friends of the Library Representative  
Quorum was present.

**II. AGENDA CHANGES AND APPROVAL**

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

**III. PUBLIC COMMENT-None**

**IV. SECRETARY'S REPORT**

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

**V. TREASURER'S REPORT**

During the month of November our financial balance decreased by approximately \$19,700.00. There were no unusual or unexpected expenses. There were three electronic transfers, two to pay utility bills and one to cover payroll taxes. Checks 15387 to 15400 were written to cover pending bills. There were twenty-one direct deposits made to cover payroll. We are well within our total budget for the year.

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

**VI. OLD BUSINESS**

A. Drinking fountain replacement is progressing.

B. Insurance update. The basic insurance plan is finished and will commence January 1, 2024. The committee will meet with staff to finalize the dental and eye care plans.

C. Community Room. The cabinets are installed. The two cabinets that were the incorrect size are reordered.

D. Five year strategic plan. Input collection for the 5-year plan will begin in January, 2024. J. Coulter, N. Danke, and A. Anderson will work on this.

E. Defibrillator training. Training is scheduled for January 19, 9:00 a.m. at the Suttons Bay Fire Hall. All staff and board members may attend.

F. Millage request. We will request restoring the millage to 0.5 mils from the current 0.48 mils. The Friends of the Library will finance and run the campaign. S. Boone will meet with County Clerk Michelle Crocker for approval of ballot language.

## **VII. NEW BUSINESS**

A. Budget amendments. We must amend the budget to reflect an increase in spending due to the new staff insurance policies before presenting to the auditors.

B. Trustee terms.

The following terms expire in 2024:

S. Albrect

J. Coulter

D. Wawryzniak

Depending on which government entity you represent, please request that all terms of duty expire in January.

C. Election of officers. Officers of the Suttons Bay-Bingham Library Board of Trustees will be elected at the January 17, 2024, meeting.

## **VIII. REPORTS**

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

B. Friends of the Library. The gala netted approximately \$7,000 with 80 tickets sold.

C. Township and Village reports-None.

D. BOT comments. The newly revised policy books were distributed. Please replace your old policy books with the new ones.

E. Public comment-None.

## **IX. MOTION TO ADJOURN**

Motion by S. Boone, second by D. Wawryzniak to adjourn. Passed by show of hands.  
Meeting adjourned at 9:52 a.m.

Respectfully submitted,  
Toddy Rieger, Secretary

**NEXT REGULARLY SCHEDULED MEETING IS JANUARY 17, 2024 AT 9:00 A.M. QUORUM IS REQUIRED.  
PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.**

## **DIRECTOR'S REPORT: Dec 2023**

### **Statistics**

**Nov 2023 circulation: 3317**

SBBDL physical items: 1970

UpNorth Digital: 1190

MeLCat: borrowed 114, loaned 43

**Nov 2023 door count: 2128**

**Nov 2022 circulation: 2958**

SBBDL physical items: 1838

UpNorth Digital: 929

MeLCat: borrowed 151, loaned 40

### **Annual Reports**

-End of year newsletter & annual report for patrons coming out

Jan 31: Annual report for the state is due

### **Youth Services/Programming**

Nov 29: Montessori kindergarten library visited with 13 kids and 5 adults. All kindergarteners got their own library card in a new school/library partnership.

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

#### ***Upcoming...***

-Library cards for new Suttons Bay elementary students are in progress

Dec 15: Family Fun with Crafts

Dec 26 & Jan 2: Family Story Times during winter break featuring stories, activities for families with preschool & school-age kids. Special guest Lynne Rae Perkins here for a "Wintercake" themed story time on Jan 2.

Jan: Family Fun with Cardboard Creations

Feb: Yeti Fest

### **Adult Services/Programming**

-Tech Tuesdays wrapped up for the fall. The 4 public libraries in Leelanau County will offer a spring series, because we all see a great need for and have all had requests for this type of programming. We hope to boost attendance through more familiarity with and promotion of the series.

#### ***Upcoming...***

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

-Working on a winter series of wellness programs which may include a mindfulness instructor, herbalist and pediatrician.

### **Facilities**

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

-Estimate from Team Bob's to replace drinking fountain

-Community Room revamp: storage cabinets on TV wall are installed; two came in the wrong size and have been reordered. Podium casters & wall cabinets for toys are ordered. Painting is tentatively scheduled for late January. Fun stuff after that! Get word out to Village, Townships & patrons when the project is further along.

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

-Tree work

-Friends sponsored projects: Level book drop, garden upkeep

### **Holiday Hours at the Library**

#### **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**

The Friends Lights, Bites & Books Gala was December 9! Thank you to the Friends!

***Respectfully submitted by Danielle 'Nellie' Danke, Dec, 2023***