

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES**

MEETING HELD IN THE LIBRARY LOWER LEVEL COMMUNITY ROOM 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 February 21, 2024, at 9:03 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; Rebecca Carlson, Guest

Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Section VII D, New Business, add approval of new local attorney

III. PUBLIC COMMENT R. Carlson expressed her appreciation for the library

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

During the month of January, our financial balance increased by \$71,895.78. There were no unusual or unexpected expenses. There were three electronic transfers, one to pay a utility bill, one for health insurance, and one to cover payroll taxes. Checks 15415 to 15437 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 S. Boone, seconded by T. Rieger to accept the Treasurer's Report as presented.
Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain. N. Danke was finally able to talk to someone from Team Bob's regarding installation but no actions were taken.

B. Community Room. Further work on the room includes selecting sofas, exploring options for a round table, selection of 5 “poofs” , a felt board for “Martha’s corner”, and selecting posters for the walls. As S. Albrecht will not be returning for another term as Trustee, she has agreed to act as an advisor on the bathroom renovations.

C. Five year strategic plan. The committee will meet February 29.

D. Millage request. The County Clerk has not yet ruled on our ballot language.

VII. NEW BUSINESS

A. Approval of changes to Personnel Policy

Motion by S. Boone, seconded by S. Albrecht, to accept the changes to the Personnel Policy as discussed. Passed by show of hands.

B. Change to Library Director’s contract.

Motion by S. Boone, seconded by T. Rieger, to accept the changes to the Library Director’s contract as discussed. Passed by show of hands.

C. New library cards.

Motion by S. Boone, seconded by S. Albrecht to authorize N. Danke to purchase new library cards at a cost of \$2000. Passed by show of hands.

D. New local attorney.

Motion by S. Boone, seconded by T. Rieger, to accept Jeffery Jocks as our new attorney, and authorize S. Boone to sign an agreement with him. Passed by show of hands.

VIII. REPORTS

A. Director’s Report is attached.

B. Friends report. J.Shannahan reported that book drop off will begin April 13 from 11:00-1:00.

C. Townships and Village Reports. J. Coulter submitted a letter to the Bingham Township board requesting she be appointed for another term.

D. Chamber of Commerce-No report

E. BOT final comments-None

IX. PUBLIC COMMENT-None

X. MOTION TO ADJOURN

Motion by S. Boone, seconded by S. Albrecht to adjourn. Passed by show of hands. Meeting adjourned at 10:08 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS APRIL 17, 2024, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND. THERE WILL BE NO MARCH MEETING DUE TO LACK OF QUORUM.

DIRECTOR'S REPORT: Feb 2024

Statistics

Jan 2024 circulation: 3522

SBBDL physical items: 1774

UpNorth Digital: 1499

MeLCat: borrowed 169, loaned 80

Jan 2024 door count: 1953

Jan 2023 circulation: 3113

SBBDL physical items: 1794

UpNorth Digital: 1070

MeLCat: borrowed 202, loaned 47

Jan 2023 door count: 1839

General

-Annual report for patrons coming out

-New library cards will need to be ordered. \$2000 for a 4-5 year supply.

-Mango Languages trial. \$1000-\$1500 for a year subscription.

Youth Services/Programming

-Spring Preschool Story Times will start March 5 and will run thru May 14

-We're seeing new families from SB elementary & Leelanau Montessori coming in to use new library cards

Jan 19: Family Fun with Cardboard Crafts had 33 attendees

Feb 6: Story time with special guest Dr. Phoebe from Stowe Farm Pediatrics had 6 attendees

Upcoming...

Feb 17: Yeti Fest (usually our busiest day of the year)

March: Toy Swap

March is Reading Month: school visits, book give-away week

March 15: Family Fun with Superheroes (tentative special guest reader)

Adult Services/Programming

Jan 17: Self Care & Movement workshop had 3 attendees

Feb 8: BOOKENDs discussion had 8 attendees

Upcoming...

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

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

Spring: Tech Tuesdays resume & MI Notable Author Erin Bartels here!

May 18: Save the date for William Kent Krueger! (Free tickets will be available to Leelanau County library patrons only starting April 1)

Facilities

In progress...

-Estimate from Team Bob's to replace drinking fountain

-Community Room revamp: Painting is done. Cabinets, podium casters, & coat hooks are installed. Program supplies are organized. Met with Megan from Interphase to go over options for final furniture order of soft seating, round table, and white/message boards. Will finish with rugs & artwork. Get word out to Village, Townships & patrons when the project is near completion.

-Friends sponsored projects: Level book drop

Local/Library Community

Great attendance at the AED/CPR Training for library staff, Board & Friends. Thank you!

Respectfully submitted by Danielle 'Nellie' Danke, Feb, 2024