

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

**MEETING HELD IN THE LIBRARY MAIN FLOOR SEATING AREA IN PERSON. ZOOM IS 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 April 17, 2024, at 9:04 a.m.

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

Absent: S. Albrecht

Also present: N. Danke, Library Director, Rob Larrea, M.J. Cartright, Guest

Quorum was present.

**II. AGENDA CHANGES AND APPROVAL**

Motion by S. Boone, second by D. Wawryzniak to accept Agenda as presented. Passed by show of hands.

**III. PUBLIC COMMENT** None

**IV. SECRETARY'S REPORT**

Motion by S. Boone, second by J. Coulter to accept the February 21, 2024, minutes as presented. Passed by show of hands.

Motion by S. Boone, second by D. Wawryzniak to accept minutes of the March 27, 2024, special board meeting as presented. Passed by show of hands.

**V. TREASURER'S REPORT**

During the month of February our financial balance increased by \$62,062.32. There were no unusual or unexpected expenses. There were four electronic transfers, two to pay utility bills, one for health insurance, and one to cover payroll taxes. Checks 15438 to 25456 were written to cover pending bills. There were thirteen direct deposits made to cover payroll. We are well within our total budget for the year.

Motion by S. Boone, second by T. Rieger to accept the February treasurer's report as presented. Passed by show of hands.

During the month of March our financial balance increased by \$66,711.05. There were no unusual or unexpected expenses. There were four electronic transfers, two to pay utility bills,

one for health insurance, and one to cover payroll taxes. Checks 15457 to 15467 were written to cover pending bills. There were twelve direct deposits made to cover payroll. One CD matured. A low interest bearing CD was cashed in early and reinvested in a one-year, higher rate certificate.

Motion by S. Boone, second by D. Wawryzniak to accept March treasurer's report as presented. Passed by show of hands.

## **VI. OLD BUSINESS**

A. Drinking fountain. An ongoing project.

B. Community room. The soft seating is in. There is a little more furniture to be ordered.

C. Five-year strategic plan. J. Coulter has sent a questionnaire to board members to begin thinking about issues.

D. Millage request. Paperwork is all at the County Clerk's office. D. Wawryzniak will attend the Friends of the Library meeting to check on status of the millage campaign.

E. Fire alarm repairs. Technicians will be at the library on April 18. They will put in a new panel that will work with cell phones so we will be up to code. Fire extinguishers have been checked.

## **VII. NEW BUSINESS**

A. Personnel Policy regarding Family Emergency Medical Leave.

Motion by D. Wawryzniak, second by J. Coulter to approve wording regarding FEML as presented. Passed by show of hands.

B. Native American sculpture.

Presentation by Rob Larrea regarding placement of Anishinaabe Monument Sign outside of the library. Motion by D. Wawryzniak, second by J. Coulter to approve the sign, suggesting site A of the proposal for placement. Passed by show of hands.

C. New board member from Suttons Bay Twp. M.J. Cartright, a potential candidate for the Suttons Bay Twp. Board position, spoke about her background and interests.

## **VIII. REPORTS**

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

B. Friends of the Library. None

C. Townships and Village Reports. J. Coulter presented our newsletter to Bingham Twp.

D. Chamber of Commerce. COC is working on their calendar.

E. BOT Final Comments. S. Boone requested a preliminary budget for the May meeting. N. Danke, B. Graves and T. Rieger will meet to begin budget work.

**IX. PUBLIC COMMENTS** None

**X. MOTION TO ADJOURN**

Motion by S. Boone, second by D. Wawryzniak to adjourn. Passed by show of hands.  
Meeting adjourned at 9:58 a.m.

Respectfully submitted,

Toddy Rieger, Secretary

**NEXT REGULARLY SCHEDULED MEETING IS MAY 15, 2024, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT S. BOONE (231-409-0524) IF UNABLE TO ATTEND.**

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

### **Statistics**

**March 2024 circulation: 3241**

SBBDL physical items: 1625

OverDrive digital items: 1429

MeLCat: borrowed 138, loaned 49

**March 2023 circulation: 3269**

SBBDL physical items: 1965

OverDrive digital items: 1113

MeLCat: borrowed 154, loaned 37

**March 2024 door count: 2120**

**March 2023 door count: 2113**

### **General**

-Annual report for patrons for April

-Mango Languages trial in spring or summer. \$1000-\$1500 for a year subscription.

-Sela Geraci accepted Library Page job offer for May & June. Page opening still available for upcoming school year.

-Responded to FOIA request from Christopher Schreiner from openthebooks.com for library's 2023 staff gross wages & 2023 purchases

-Strategic Planning timeline is finalized and underway for new 2025 Strategic Plan. April 17 from 10am-noon is Input Session for staff and Board.

### **Youth Services/Programming**

-Spring Preschool Story Times every Tuesday morning from March 5 and will run thru May 14

-Gave away 100 sets of solar glasses giveaway before the eclipse (and could have given away more)

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

April 19: Family Fun with Space with special guest from the Dark Sky Committee of Leelanau Energy

-Summer Reading bookmark contest is now underway and school art teachers have been contacted

-See draft schedule for Summer Reading to see what is upcoming!

### **Adult Services/Programming**

-No attendees at U.I.A. Office for the Day

April 11: BOOKENDs discussion of *The River We Remember* had 13 attendees

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

#### **BOOKENDs**

May 9: BOOKENDs discussion of *Deacon King Kong*

June 13: BOOKENDs discussion of *A Map for the Missing*

#### **Tech Tuesdays**

April 16: iPad Basics

May 14: Digital Photography

### **MI Notable Books author tour - Erin Bartels**

At 3pm on Saturday, April 27 Erin Bartels will talk about her 2024 Michigan Notable Book *Everything is Just Beginning* in the library's Reading Nook. The author will talk about her book, she is planning to bring her guitar, and she'll sign copies of her book. There will be light refreshments and Bay Books will be providing a sales table.

### **Leelanau Reads**

This year's featured book is *The River We Remember* by William Kent Krueger. All four public libraries in Leelanau County will hold book discussions of this title.

At 7pm on Saturday, May 18 the author will be speaking at the Northport Performing Arts Center in Northport School. He will be interviewed by local author Aaron Stander. There will be no charge, but seat reservations

will be required. From April 1-30, only library cardholders may reserve seats and they are limited to reserving 2 seats. Starting May 1, remaining seats will be available for anyone to reserve.

## **Facilities**

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

-Team Bob's to replace drinking fountain

-Community Room revamp: Decluttering, cleaning, organizing, technology upgrades, painting, cabinets, podium casters, coat hooks, non-slip rugs, settees are all done. Still need to order round table, ottomans, microwave storage, extra table and white/message boards. Will finish with rugs & artwork. Get word out to Village, Townships & patrons when the project is near completion.

March 3: Annual fire equipment (extinguishers, signs) inspection done by Summitt

April 18: Repairs & updates to fire alarm system (smoke detectors, alarm panels) scheduled with Summitt

April 28: Spring cleaning scheduled with Solutions 4 U (Sunday)

May 18: Carpet cleaning scheduled with Diversified Carpets (Saturday, library closing early at 12noon)

TBD: AC maintenance requested

-Friends sponsored projects: Level book drop

## **Local/Library Community**

-Coffee & cookies provided by the Friends during National Library Week 2024 (April 7-13)

-Spring clean up garden was done by Debbie Slocum thanks to Friends

April 13: Friends Book Donation Drop-Off Day

May 11: Friends Book Donation Drop-Off Day

June 8: Friends Book Donation Drop-Off Day WILL CANCEL IF THEY HAVE ENOUGH BOOKS

-Friends are supporting Leelanau Reads, weekly giveaway books during Summer Reading and updating Explorer Backpacks

-Support our Library Page by attending SB Schools musical the Wizard of Oz on 5/17, 5/18, 5/19

-April meeting of SB Chamber focused on annual calendar

***Respectfully submitted by Danielle 'Nellie' Danke, April, 2024***