

PRELIMINARY DRAFT OF JUNE 19, 2024, MINUTES OF THE SUTTONS BAY BINGHAM DISTRICT LIBRARY BOARD OF TRUSTEES TO BE APPROVED AT THE NEXT REGULARLY SCHEDULED MEETING.

**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 June 19, 2024, at 9:00 a.m.

Present: S. Boone, M.J. Cartwright, J. Coulter, B. Graves, T. Rieger
Also present: N. Danke, Library Director; J. Shannahan, Friends Representative
Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Add Section VII F to read "Budget Adjustments." Motion by S. Boone, second by J. Coulter to approve agenda as amended. Passed by show of hands.

III. PUBLIC COMMENTS – None

IV. SECRETARY'S REPORT

Motion by J. Coulter, second by M.J. Cartwright to approve minutes of the May 15, 2024 meeting as presented. Passed by show of hands.

Motion by S. Boone, second by M.J. Cartwright to approve minutes of the June 5, 2024, special meeting. Passed by show of hands.

V. TREASURER'S REPORT

During the month of April our financial balance decreased by \$22,230.02. 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 15468 to 15492 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 S. Boone, second by J. Coulter to approve the April Treasurer's Report as presented. Passed by show of hands.

During the month of May our financial balance decreased by \$22, 414.37. 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 15493 to 15512 were written to cover pending bills. There were twenty-three direct deposits made to cover payroll. We are well within our total budget for the year.

Motion by T. Rieger, second by S. Boone to approve the May Treasurer's Report as presented. Passed by show of hands.

VI. OLD BUSINESS

A. The drinking fountain replacement will be delayed until bathroom remodeling.

B. Community Room. The last furniture order is in, including a glass white board, a small round table, and poofs. Microwave cabinet will be replaced.

C. Five year strategic plan. The committee will meet in July to develop questionnaires and procedures for input. They will attend the Suttons Bay Sidewalk Sale and 2 farmers' markets.

VII. NEW BUSINESS

A. Approval of yearly budget.

Public inquiry questioned the interest income estimate and direct deposit fees. Both were answered satisfactorily. Line 703.6013 "Circulation Clerk 2" will be changed to read "Adult Services."

Motion by T. Rieger, second by M.J. Cartwright to approve the 2024-2025 budget with above-mentioned changes. Passed by show of hands.

B. Librarian yearly review and acceptance.

The review committee reported the Library Director exceeded expectations in the last year. They strongly endorse renewing her contract with a pay increase as set by the board.

Motion by S. Boone, second by J. Coulter to accept the performance review. Passed by show of hands.

C. New Suttons Bay Township board member.

The village, Bingham, and Suttons Bay township boards have been informed that we need a Suttons Bay Township representative. The search will continue.

D. New Suttons Bay Village representative.

We welcome M.J. Cartwright to the board as a representative of the village. The oath of office will need to be signed.

E. Mary Ann Arvo memorial.

The library has been named as a recipient of memorials to honor Mary Ann Arvo. N. Danke recommended the memorial funds be used to purchase new artwork for the library.

Motion by T. Rieger, second by M.J. Cartwright to use memorial funds to purchase artwork by local artists. Passed by show of hands.

F. Budget adjustments.

The following categories in the 2023-2024 budget will be increased as follows:

970 Digital Collection to \$6500

716 Professional Development overrun will be covered by NLC grant

715 Health Insurance to be set at \$6000

931 Repair and Maintenance to \$6000

801 Janitorial Service to \$8000

802 Insurance, Prop & Liab. To \$4200

807 Legal & Professional to \$10,000

983 Miscellaneous to \$2500

Motion by J. Coulter, second by S. Boone to accept the 2023-2024 budget as amended above to complete the fiscal year. Passed by show of hands.

VIII. REPORTS

A. Library Director's Report.

Director's report is attached. Sue Chapman has submitted her resignation and will retire after 4 years of service. She has agreed to work into August until a replacement is hired.

B. Friends of the Library.

J. Shannahan reported the millage committee has been busy. The postcards and yard signs are at the printer. He reminded us that board members may present facts to the public but may not make endorsements.

C. Township and Village Reports- None

D. Chamber of Commerce Report – None

E. BOT Final Comments – None

IX. PUBLIC COMMENTS – None

X. MOTION TO ADJOURN

Motion by S. Boone, second by T. Rieger to adjourn. Passed by show of hands. Meeting adjourned at 10:18 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

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

DIRECTOR'S REPORT: June 2024

Statistics

May 2024 circulation: 3203

SBBDL physical items: 1720 (!)

OverDrive digital items: 1297

MeLCat: borrowed 135 , loaned 51

May 2024 door count: 2339

May 2023 circulation: 2897

SBBDL physical items: 1720 (!)

OverDrive digital items: 939

MeLCat: borrowed 206, loaned 32

May 2023 door count: 2239

General Operations

-Sela G. (May & June) and Caroline A. (July) new Library Pages for the summer. Reegan (Izzi C.) will be here through August 21. Page opening still available for upcoming school year.

-Annual staff check-ins in progress

Strategic Plan

-Community survey to be completed, fall public input dates to be scheduled, and promotion plan to be completed by committee July

-Committee & volunteer Debbie W. will staff informational table to talk about library services & to distribute surveys at SB Sidewalk Sale (August) and Farmer's Market (August/Sept)

-Two public input sessions to be scheduled in the fall

Youth Services/Programming

-Summer Reading bookmark contest winners have been announced and bookmarks are being printed for use during Summer Reading programming. We had over 70 entries.

-Summer Reading programming has been promoted extensively throughout the community and is now underway

Upcoming...

June 11- August 13: Outdoor Story Time at 10:30am every Tuesday outside the library

June 20 - July 25: Summer Reading Events at 10:30 every Thursday (except July 4) at North Park Pavilion

June 20 - August 3: Your Summer Reading Adventure reading incentive program for youth includes a reading log with stickers, one free book per week, a chance to earn two family adventures (tickets to a baseball game and for a sail) by completing reading adventures, and an invitation to a free movie at the Bay Theatre.

August 15: Meet Smokey Bear! at 10:30am at North Park Pavilion

Adult Services/Programming

May 14: Tech Tuesday presentation on Digital Photography has 2 attendees

June 13: BOOKENDs discussion of *A Map for the Missing* had 11 attendees. We have a number of regular attendees who plan on returning to book discussions after the summer break.

-This year's Leelanau Reads had great participation with approximately 60 people attending book discussions and 300 attending the author talk. All four libraries have received positive feedback on this program. Example: "This was the best author interview I have attended." The four library directors met to discuss what we will do the same and differently in hosting a large event in the future. Overall, we thought this was a big success.

Upcoming...

June 19: Mexico travelogue with Rebecca Carlson

June 20 - August 3: Your Summer Reading Adventure...for Adults! reading incentive program for adults gives adults a chance to join in the fun and earn entry into a weekly prize drawing.

July 10: Molly Moody author talk on *A Father's Arms*

July 17: South Africa travelogue with Rebecca Carlson

August 21: Greece travelogue with Rebecca Carlson

August 28 (tentative): Book Lover's Mixer

Facilities

-Carpet cleaning done

-Sprinklers/irrigation on

-Friends have decided not to level the book drop due to the concern of creating a tripping hazard. Jim S. made interior improvements so even though the slant is visible, the book drop functions well.

In progress...

-Community Room revamp is near completion. The final furniture order is in and only rugs & artwork will need to be added.

-Replacement for drinking fountains suggested to be done with the remodel of bathrooms. One of the two drinking fountains is working and paper cups have been made available for patron use.

Local/Library Community

June 18: Leelanau libraries will have a joint informational table at the Leelanau Senior Services Senior Expo. The Friends of the Library have provided a Bay Books gift card as a door prize.

-Reminder: The Friends will NOT hold any more book donation drop-off days before the Annual Book Sale in August

-SB Chamber is doing additional publicity in the summer & fall. The library will be participating in some of the publicity opportunities to raise awareness of the library. We have purchased space in the Yeti Fest calendar & in Traverse Bay Lifestyles magazine's fall edition featuring Suttons Bay. Nellie attended the June meeting and gave a library update. Next Chamber meeting is in August.

-Summer Chamber/Village events include Art & Wine Walk in June, and SB Art Festival & Sidewalk Sales in August

-SB Village is hiring a new Clerk

-Library updates given/planned at SB Township (Sandy), SB Village (Nellie) and Bingham Township (Jeannie/Nellie)

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