

PRELIMINARY DRAFT of October 16, 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 MEETING ACTS.

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 October 16, 2024 at 9:10 a.m.

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

II. AGENDA CHANGES AND APPROVAL

No changes were made and S. Boone made motion to approve the agenda, seconded by B. Graves. Passed by a show of hands.

III. PUBLIC COMMENTS: None

IV. SECRETARY'S REPORT

Motion by M.J. Cartwright, seconded by D. Vaughan to approve the minutes of the September 18,2024 meeting as presented. Passed by a show of hands.

V. TREASURER'S REPORT

During the month of September our financial balance decreased by \$17,614.68. There were no unusual or unexpected expenses. There were five electronic transfers, two to pay utility bills, two for health insurance and one to cover federal payroll taxes. Checks 15571 to 15591 were written to cover pending bills. There were fifteen direct deposits made to cover payroll plus one check for the new employee. We are well within our total budget for the year.

Motion by J.Coulter, seconded by D. Vaughan to approve the September Treasurer's report as presented. Passed by a show of hands.

VI. OLD BUSINESS

A. The drinking fountain repair and bathroom remodeling is pending a bid from Easling Home Maintenance. This will be available at the end of the month.

B. Nellie presented copies of 3 pieces of Artwork for the lower level. Two were chosen. The purchase is funded by donations in memory of Mary Ann Arvo. Payment to the gallery will be sent this week.

C. An update on the Five year Strategic Plan was given by Nellie. There were 188 surveys returned. Of the two presentations given by Steve Stanton for the public: None were present at the first presentation and only four community members showed up for the second presentation. Tabulated results will be available in November.

VII. NEW BUSINESS

A. Discussion on Exterior maintenance by Easling Home Maintenance led by Nellie:

Two estimates were given for exterior maintenance: annually clean the exterior of the building in a soft wash format, power wash the entry and trim the necessary trees.

Easling estimate came in at approximately \$1,300 and included tree trimming and repair of weather stripping. Up north Soft Wash came in at \$750 but did not include tree work and weather stripping repair.

Motion by J. Coulter, Second by D. Vaughan to accept bid from Easling Home Maintenance. Motion passed by a show of hands.

B. Policy Review- Americans with Disability Act

After discussion, motion by S. Boone and seconded by D. Vaughan to readopt the Americans with Disabilities Act section as written in the Suttons Bay Bingham District Library Board of Trustees Policy Handbook.

Motion passed by a show of hands.

C. Policy Review- Public Comments

After discussion, motion by S. Boone and seconded by M.J. Cartwright to readopt the Public Comments at BOT meetings section as written in the Suttons Bay Bingham District Library Board of Trustees Policy Handbook.

Motion passed by a show of hands.

D. Policy Review-FOIA (Freedom of Information Act)

After discussion, motion by S. Boone and seconded by J. Coulter to readopt the FOIA section as written in the Suttons Bay Bingham District Library Board of Trustees Policy Handbook.

Motion passed by a show of hands.

E. At the November meeting we will discuss the policy on the usage of the community room and also the community display areas.

VIII. REPORTS

A. Library Director's report - Nellie

Director's report is attached. Items of note include the beginning of school schedule, Montessori participation, " book or treat" sponsored by the Friends, Adult Programs, Book Clubs, Tech Tuesdays, Village activities and Autumn's report on a workshop she attended.

B. Friends of SBBDL - J. Shannahan

There will be no Gala due to minimum membership to work on it. October book drop was very successful. They are looking for a theme for marketing to increase membership participation.

C. Township and Village Reports-

Suggest that Representatives deliver Audit synopses and the budget to their respective districts.

D. Chamber of Commerce Report - Nellie

Nellie noted that the Village is having a Wine Walk this Friday October 18, 2024.

E. BOT final comments - None

IX. Public Comments- None

X. MOTION TO ADJOURN

Motion by S. Boone, seconded by M.J. Cartwright to adjourn. Passed by a show of hands.
Meeting adjourned at 10:20 a.m.

Respectfully submitted,
Jeannie Coulter, substitute secretary

NOTE: NEXT REGULARLY SCHEDULED MEETING, NOVEMBER 20, 2024 at 9:00 a.m..
QUORUM REQUIRED. CONTACT SANDY BOONE (231-409-0524) IF UNABLE TO ATTEND.

DIRECTOR'S REPORT: October 2024

Statistics

Sept 2024 circulation: 3612

SBBDL physical items: 1985

OverDrive digital items: 1360

MeLCat: borrowed 211, loaned 56

Sept 2024 door count: 2520

Sept 2023 circulation: 2921

SBBDL physical items: 1627

OverDrive digital items: 1096

MeLCat: borrowed 138, loaned 60

Sept 2023 door count: 2097

General Operations

Training for new Circulation Clerk Carrie & Page Raven is ongoing

Strategic Plan

We have completed the external learning portion of our strategic planning process. We promoted our community survey and input sessions, and collected the public's input. We had 188 surveys returned and 4 people attended the public input sessions. The public input will be consolidated and presented at the November Board meeting. We are on track to have a five-year Strategic Plan in place in early 2025.

Youth Services/Programming

-Martha T. is planning school visits, and working to provide library cards for students.

-Leelanau Montessori teachers & students are using the library resources regularly; a small class of 3 students visited the library in October.

Sept 10 - Nov 12: Preschool Story Time at 10:30am every Tuesday

Oct 4: Family Fun with Horses had 19 attendees

Upcoming...

Oct 28 - Nov 2: Book or Treat sponsored by the Friends of the Library

Nov 8: Family Fun with Spycraft

Dec 6: Family Fun with Legos

Adult Services/Programming

Sept 25: *Old Bones, Young Spirit* book talk with author John McShea had 4 attendees

Oct 9: Elder Law with ShareCare had 14 attendees

Upcoming...

Oct 24: Zine workshop

Nov 6: Online newspaper archives with Kim Kelderhouse from Leelanau Historical Society

BOOKENDs

Sept 12: *Lemon Tree* by Sandy Tolan had 12 attendees

Oct 10: *Think Again* by Adam Grant had 12 attendees

Upcoming...

Nov 14: *Seven Days of Us* by Francesca Hornak

Dec: No book discussion

Jan 9: *The Frozen River* by Ariel Lawhon

Tech Tuesdays

Sept: Interlibrary loans and more using the Michigan eLibrary (MeL). 11 attendees in Leelanau County.

Upcoming...

October: iPhone Basics. 15 attendees just at SBBDL.

November: Media & Information Literacy

Facilities

-Solutions 4 You on 22 (cleaning service) cleaned interior windows/trim/screens

-Again left message with Fire Chief about fire inspection

In progress...

-Got exterior cleaning estimates. Would like to do annually each fall.

-Community volunteers Suzanne A., Linda G. and Sue G. have three pictures for consideration to be purchased with Mary Ann Arvo memorial funds.

-Replacement for drinking fountains to be done with the remodel of bathrooms.

Met with Jason, contractor from Easling. He would be the person in charge of getting subcontractors for plumbing, electrical, drywall, tiling, etc. Told him timeline of either late October to anytime before YetiFest or March if spring. He will be getting an estimate to me in October.

Local/Library Community

-Autumn attended Harbor Springs Festival of the Book in September and got ideas and inspiration for library programming and readers' advisory

-Last fall Friends of the Library Book Donation Drop-Off Days is Nov 9

-The MI Earned Sick Time Act goes into effect on Feb 21, 2025. All Michigan employers must provide earned sick time for their employees. SBBDL began doing this in 2022.

<https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act>. The Board is reviewing the library's Personnel Policy in December, and will be able to make sure we are in compliance with this Act.

Upcoming

-Martha, Erica, Carrie, Nellie & Autumn will be attending different days of MLA conference in October

-The library will be providing a seasonal book walk to be displayed at local businesses during the Chamber's Holiday in the Village on November 30

Respectfully submitted by Danielle 'Nellie' Danke, October 2024