

PRELIMINARY DRAFT of September 18, 2024, minutes of the Suttons Bay Bingham District Library Board of Trustees Meeting 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 PUBIC 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 September 18, 2024, at 9:00 a.m.

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

II. AGENDA CHANGES AND APPROVAL

Eliminate VIIB. Motion by S. Boone, second by J. Coulter to approve the agenda as amended. Passed by show of hands.

III. PUBLIC COMMENTS – None

IV. SECRETARY’S REPORT

Motion by S. Boone, second by M.J. Cartwright to approve the minutes of the August 21, 2024, meeting as presented. Motion passed by show of hands.

V. TREASURER’S REPORT

During the month of August our financial balance increased by \$39,030.41. There were no unusual or unexpected expenses. There were five electronic transfers, three to pay utility bills, one for health insurance, and one to cover federal payroll taxes. Checks 15532 and checks 15549 to 15573 were written to cover pending bills. There were fourteen 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 T. Rieger, second by M.J. Cartwright to approve the Treasurer’s Report as presented. Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain and bathroom remodeling

We are expecting an estimate this week from Easling Construction for contracting on the remodeling and fountain repair.

B. Community Room

The artwork is still to be purchased. The selection committee is reconnecting after a summer hiatus.

C. Five year strategic plan

Thirty responses have been received so far; 60 are hoped for by the end of the month.

M. Topol attended the Suttons Bay Schools open house to provide surveys as well as information about library programs. A. Anderson and Debby Wawryzniak attended a farmers' market. After the two public information sessions the results will be compiled and prepared for presentation at the November board meeting. We are looking for final approval of the strategic plan early in 2025.

VII. NEW BUSINESS

A. New board member

Deon Vaughan was introduced as the new board member as a Suttons Bay Township representative.

C. Policies and procedures.

Referencing Article II, section 6, of the library by laws, it is the responsibility of each board member to attend all meetings, informing the president ahead of time if unable to attend. The policies and procedures will be reviewed annually.

Motion by S. Boone, second by M.J. Cartwright to accept and adopt the library by laws section of the policies and procedures as presented. Passed by show of hands.

VIII. REPORTS

A. Director's Report is attached.

B. Friends of the Library

J. Shannahan reported a small intake of used books at the September drop off. The next drop off is scheduled for October 12. The Friends are working to get more members, particularly among the recently and soon to be retired community.

C. Townships and Village Reports

Board members will try to alternate attending Township and Village board meetings in order to provide more library presence.

D. Chamber of Commerce is working on holiday activities.

E. BOT comments – None

IX. PUBLIC COMMENT – None

X. MOTION TO ADJOURN

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

Respectfully submitted,
Toddy Rieger, Secretary

The next regularly scheduled meeting is October 16, 2024, at 9:00 a.m. Quorum is required. Please contact Sandy Boone (231-409-0524) if unable to attend.

DIRECTOR'S REPORT: Sept 2024

Statistics

Aug 2024 circulation: 4051

SBBDL physical items: 2547

OverDrive digital items: 1292

MeLCat: borrowed 159, loaned 53

Aug 2024 door count: 3762

Aug 2023 circulation: 3574

SBBDL physical items: 2199

OverDrive digital items: 1161

MeLCat: borrowed 147, loaned 67

Aug 2023 door count: 3349

General Operations

-Carrie Urbain has been hired as the new Circulation Clerk with a start date of Sept 12.

Strategic Plan

-We are now gathering public input, and are promoting ways the community can provide their input.

Public input will be consolidated and presented at Nov Board meeting

-Community survey available until Oct 5.

-Community input sessions are scheduled for 4-5:30pm on Sept 27 (rescheduled from Sept 20 due to SB Homecoming) and 10:30-12noon on Oct 3.

-Thanks to volunteer Debbie W. for helping Autumn A. promote the Strategic Plan at an informational table at the SB Farmers Market on Sept 7.

Youth Services/Programming

-Meet Smokey Bear had 91 attendees

-190 kids signed up for the Summer Reading Adventure. This is a 43% increase from last year. 361 books were given away, 59 tickets to either a baseball game or sail were earned by participants and 17 attendees were at the free movie.

-Total attendance of 740 at all summer reading programs. This is a 31% increase from last year.

-Total cost of the summer reading program was just under \$2000 due to support from Friends, Ukulele Orchestra, TC Pit Spitters and Inland Seas.

"Children's programming, materials, outreach - we LOVE all that you do with this. Special thanks for the summer reading program, partnered with Inland Seas; our kids loved both the reading component (and stickers!), and learned a TON on the Inland Seas educational trip!" -survey comment

Thanks to our supporters and kudos to Martha T. for leading a hugely successful summer reading program!

-Martha T. had an informational table at the SB Schools Open House on Aug 29. She promoted the Strategic Plan and library offerings for youth.

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

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

-Oct: Book or Treat

-Family Fun events will be held Oct 4 and Nov 8

-Goal to reach out to homeschool families

-Erica C. is interested in working on teen programs

Adult Services/Programming

Sept 12: AI presentation with Dr. Lauckner had 12 attendees

BOOKENDs

August 28: Book Lover's Mixer was a fun evening with 19 attendees and guest speaker Tricia Frey from Mission Point Press

Sept 12: *Lemon Tree* by Sandy Tolan

Oct 10: *Think Again* by Adam Grant

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)

October: iPhone Basics

November: Media & Information Literacy

Upcoming...

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

Oct 9: Elder Law with ShareCare

Oct 24: Zine workshop

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

Facilities

In progress...

-Community volunteers Suzanne A., Linda G. and Sue G. will be choosing artwork to be purchased with Mary Ann Arvo memorial funds.

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

Local/Library Community

-Friends of the Library Book Donation Drop-Off Days are Sept 14, Oct 12 and Nov 9

-Suttons Bay is featured in the fall edition of Traverse Bay *Lifestyles* magazine

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

<https://www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act>

-EveryLibrary Institute released a white paper *Project 2025 and its Consequences for Libraries*

Upcoming

-Autumn will attend Harbor Springs Festival of the Book in September

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

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