

PRELIMINARY DRAFT of November 20, 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 WAS 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 November 20, 2024 at 9:01 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

Add under New Business Item D. PoWer Books.

S. Boone made motion to approve the agenda, seconded by B. Graves. Passed by a show of hands.

III. PUBLIC COMMENTS: Wendy Becker, LWV observer was slated to present but was not present.

IV. SECRETARY'S REPORT

Motion by S. Boone and seconded by D. Vaughan to approve the minutes of the October 16,2024 meeting as presented. Passed by a show of hands.

V. TREASURER'S REPORT

During the month of October, our financial balance decreased by \$39,401.89. 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 15583 to 15617 were written to cover pending bills. There were nineteen 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 S. Boone and seconded by D. Vaughan to approve the October Treasurer's report as presented. Passed by a show of hands.

VI. OLD BUSINESS

A. The drinking fountain repair and bathroom remodeling:

A bid was received from Easling Builders for \$43,502 for the fountain repair and the remodeling of the bathrooms. It was also suggested that one of the upstairs bathrooms have a power assist door.

Motion made by S. Boone to accept the bid as presented and seconded by J. Coulter. Motion carried by a show of hands.

NOTE: The Board will need to increase that budget line item at the December meeting.

B. Nellie noted that we will be able to add one more piece of art for the community room from the Mary Ann Arvo gift fund.

C. An update on the Five year Strategic Plan was provided by Nellie.

The data has been collected and compiled and will be presented in written format in February.

D. Nellie reported that the Easling Home Maintenance company has finished the exterior maintenance work and she is very pleased with the results.

VII. NEW BUSINESS

A. Fire inspection: S. Boone reported that this hasn't taken place yet. It is still on the schedule to be done.

B. Policy Review: Community Bulletin Board and Display Area:

After discussion and a few minor changes in the wording for clarification of the Policy, motion by S. Boone and seconded by D. Vaughan to adopt this Policy in the Suttons Bay Bingham District Library Board of Trustees Policy Handbook. Motion passed by a show of hands.

C. Policy Review: Community Meeting Room:

After discussion and a few minor changes in the wording for clarification, motion by S. Boone and seconded by D. Vaughan to adopt this Policy in the Suttons Bay Bingham District Library Board of Trustees Policy Handbook. Motion passed by a show of hands.

D. PoWer Books:

The SBBDL was approached by K. Gregory, Administrator for PoWer Books to sponsor her application to the Grand Traverse Band 2% Grant for additional funding. All paperwork and grant administration will be managed by PoWer Books.

After discussion, motion by J. Coulter and seconded by S. Boone to sponsor PoWer Book's application. Motion carried by a show of hands.

E. At the December meeting we will discuss the Financial and Personnel Policies. Ad-hoc committees with D. Vaughan, M.J. Cartwright and N. Danke will review the present Personnel policy and B. Graves, N. Danke and M.J. Cartwright will review the present Financial Policy. These committees will present their suggestions at that meeting. The Insurance Policy will be discussed at a later date.

VIII. REPORTS

A. Library Director's report - Nellie

Director's report is attached. Items of note: The yearly audit is finished and The Library is in good standing! There is a calendar of activities included. The staff attended the various presentations at the MLA Conference in October and each gave a summary of ideas that they gleaned from attending these sessions. Information on upcoming Freedom to Read legislation was included in our packet.

B. Friends of SBBDL - J. Shannahan

At the last book collection, 31 boxes of books were donated.

C. Township and Village Reports-

Suggest that Representatives deliver Audit synopses and the budget to their respective districts. Also, suggested a handout to include Nellie's Director's report that has statistics and a calendar of upcoming library events.

D. Chamber of Commerce Report - Nellie

E. BOT final comments - None

IX. Public Comments: None

X. MOTION TO ADJOURN

Motion by S. Boone, seconded by J. Coulter to adjourn. Passed by a show of hands. Meeting adjourned at 10:40 a.m.

Respectfully submitted,
Jeannie Coulter, substitute secretary

NOTE: NEXT REGULARLY SCHEDULED MEETING, DECEMBER 18, 2024 at 9:00 a.m..
QUORUM REQUIRED. CONTACT SANDY BOONE (231-409-0524) IF UNABLE TO ATTEND.

DIRECTOR'S REPORT: November 2024

Statistics

Oct 2024 circulation: 3497

SBBDL physical items: 1824

OverDrive digital items: 1449

MeLCat: borrowed 152, loaned 72

Oct 2024 door count: 2558

Oct 2023 circulation: 3274

SBBDL physical items: 1730

OverDrive digital items: 1340

MeLCat: borrowed 137, loaned 67

Oct 2023 door count: 2182

General Operations

Nov 6: Circulation Clerk Lisa R. started to replace Carrie U. who resigned to take a full-time position with TADL

Nov 7: Annual financial audit

-Library closing early at 2pm on Nov 27 & closed Nov 28 for Thanksgiving

Dec 24 & 25: Library closed for Christmas

Dec 31 & Jan 1: Library closed for New Year

Strategic Plan

The public input from 188 surveys and the 4 people who attended the public input sessions has been consolidated. We are on track to have a five-year Strategic Plan in place in early 2025.

Youth Services/Programming

-Monthly story time at Benodjan daycare

Oct 28 - Nov 11: Gave out 45 kids books for Book or Treat sponsored by the Friends of the Library

Nov 8: Family Fun with Spycraft had 34 attendees

Upcoming...

Nov 26: Leelanau Montessori kindergarten visit

Dec 3: Homeschool lunch & learn

Dec 3 - Feb 11: Weekly winter story times

Dec 6: Family Fun with Legos

Feb 15: Yeti Fest

Adult Services/Programming

Oct 24: Zine workshop had 9 attendees who created a *All Hallow-Zine* that was given out at the library over Halloween

Nov 6: Online newspaper archives with Kim Kelderhouse from Leelanau Historical Society had 12 attendees. The historical society also created a display on shipwrecks at the library using objects from their collection.

Upcoming...

Dec 17: Author talk with former judge Jim McCormick on his book *Story of a Marriage: 50 Years of Christmas Love Letters*

Service project may be offered in Jan and adult craft workshop may be offered in Feb

BOOKENDs

-Attended by approximately 12 returning and new attendees each month this fall

Dec: No book discussion

Jan 9: *The Frozen River* by Ariel Lawhon

Tech Tuesdays

- The November presentation on Media & Information Literacy had. 4 attendees at SBBDL
- Resume in February with a presentation on Popular Apps presented by Steve Stanton

Facilities

Oct: Interior of building checked for rodents, annual copier maintenance done

Nov 7: Easling Home Maintenance did exterior cleaning, trimmed overhanging branches

In progress...

- Fire Chief's annual fire inspection canceled
 - One picture has been purchased with Mary Ann Arvo memorial funds. The library received enough funds to purchase one more piece of artwork.
 - Estimate received by Easling for drinking fountain replacement/bathrooms refresh
- Dec 11: Network maintenance scheduled with TADL

Local/Library Community

- Staff attending MLA conference in October brought back ideas, inspiration
- Friends of SBBDL Book Donation Drop-Off Days for the fall are done; they will resume in the spring
- Congratulation notes sent to newly elected and re-elected local and state representatives
- The Anishinaabe cultural marker has been installed near the library. Markers coordinator Emily Modrell sent some information about the project that we can use at the library, and will speak to the group she worked with in the project to see if they would like to have a program at the library.
- Freedom to Read legislation was introduced in the MI House of Representatives
- 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

- Nov 23: SB Chamber's Friends & Family Event
- Nov 30: SB Chamber's Holiday in the Village. The library will be providing a seasonal book walk to be displayed at local businesses. The Chamber is planning a cohesive holiday lighting scheme for downtown
- Dec 5: Friends of SBBDL will decorate the library & put up a tree for the holidays.
- Volunteer Jane S. will decorate the planter boxes.
- Dec 12: Nellie with reps from Friends & Board speaks to SB Rotary about library
- Feb 15: SB Chamber's Yeti Fest

Respectfully submitted by Danielle 'Nellie' Danke, November 2024