PRELIMINARY DRAFT of October 13, 2026, minutes of the Suttons Bay Bingham District Library Board of Trustees to be approved at the next meeting.

SUTTONS BAY BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES

Meeting held in the library main floor seating area in person.

I. CALL TO ORDER AND ROLL CALL

Vice President D. Vaughan called the meeting to order on October 13, 2026, at 6:05 p.m.

Present: D. Vaughan, MJ Cartwright, G. Carlson, C. Bawden, R. Carlson
Absent: J. Coulter; Excused
Also present: N. Danke, Library Director, J. Shannahan, Friends Representative

II. AGENDA CHANGES AND APPROVAL

Motion by MJ Cartwright, second by C. Bawden to approve the agenda as amended. Passed by show of hands.

III. PUBLIC COMMENTS - None

IV. SECRETARY'S REPORT

Motion by C. Bawden, second by R. Carlson to approve the minutes as printed. Passed by show of hands.

V. TREASURER'S REPORT

September 2026 expenditures are generally in line with our approved budget update. The following accounts are spending above budget for this early in the fiscal year. Do we expect spending to decrease for the remainder of the year or should we recalculate our budget for an upcoming adjustment?

- **Staff and Payroll Expenses for Substitutes (49%) and Pages (52%)**
- **Repair and Maintenance (52%)**

The Michigan Class Interest of $1,368.00 is not reflected in the September financials for a balance of $430,148.07 as of 9/30/2026.

Auditor will be at the library on 10/22/2026.

Motion by G. Carlson, second by D. Vaughan to approve the Treasurer's Report as presented. Passed by show of hands.

VI. OLD BUSINESS

A. Library Interior Reconfiguration according to 5 year Strategic Plan - A committee consisting of N. Danke, MJ Cartwright, and A. Anderson will compare pricing of identified design firms to assess SBBDL current space and projected future needs.

B. Personnel Policy Review - D. Vaughan described the proposed first draft by Parker Harvey Law Firm of an Employee Handbook with updated position descriptions, retirement, and FMLA related issues.

Motion by C. Bawden, second by R. Carlson to approve $1500 payment to Parker Harvey for a first draft of a SBBDL Employee Handbook.

C. MERS Update - setup and implementation of MERS plan, administered by Empower, expected by November, 2026. N. Danke, MJ Cartwright, and M. Riggs assigned access.

D. TIF Update - currently the TIF plan has been withdrawn by the Leelanau County Brownfield Redevelopment Authority.

VII. New Business

A. Health Insurance Renewal for 2027

1. **The cost to renew the current employee health plan for 2027 rose more than budgeted.**
2. **D. Vaughan and N. Danke will follow up with brokers regarding average cost increase for all plans, and examine cost of plans and longevity.**
3. **Library Board will vote on employee health insurance plans at its next meeting on November 10, 2026.**

B. Cybersecurity update

1. **TADL updates improved SBBDL's cybersecurity with secure backups, managed desktops, compromised security detection, and a high end firewall.**
2. **N. Danke supports adding centralized password management for increased cybersecurity.**
3. **SBBDL staff will attend "AI: The Good, the Bad, and the Ugly", at the next Tech Tuesday on November 3, 2026, presented by MJ Cartwright.**

VIII. Reports

A. Library Director's Report is attached.

1. **Motion by D. Vaughan, second by C. Bawden to approve library closure on Saturday, December 26, 2026 and Saturday, January 2, 2027. Passed by show of hands.**

B. Friends of the Library

1. **The Friends will hold its next used books collection date on Saturday, November 2, 2026 from 11:00 - 1:00 in the parking lot adjacent to the library.**
2. **Jim acknowledged the recent passing of Friends member David Randel. David was a master carpenter who constructed the three Little Free Libraries, as well as other projects, for the Friends.**
3. **The next Friends of the Library meeting is Tuesday, November 24, 2026 @ 5 pm in the lower level of the library.**

C. Townships and Village Reports - None.

D. Chamber of Commerce Report - SBBDL will participate in Holiday in the Village, to be held November 28, 2026 and the Yeti Fest, to be held February 13, 2027.

E. BOT Final Comments – None.

F. Public comments – None.

G. Motion to Adjourn

Motion by G. Carlson, second by R. Carlson to adjourn. Passed by show of hands. Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Gail Carlson
Secretary

The next regularly scheduled meeting is Tuesday, November 10, 2026 @ 6:00 p.m. Quorum (4) is required. Please contact J. Coulter (231-883-3817) if unable to attend.

DIRECTOR'S REPORT: October 2026

Statistics

Sept 2026 circulation: 3422	**Sept 2025 circulation: 3194**
SBBDL physical items: 1759	SBBDL physical items: 1643
MeLCat: borrowed 141, loaned 43	MeLCat: borrowed 247, loaned 60
Libby digital items: 1300	Libby digital items: 1186
Kanopy digital items: 179	Kanopy digital items: 58
Sept 2026 door count: 2729	**Sept 2025 door count: 2411**

General Operations

-Libby app now includes automatic sign-up & searching across partner libraries, password requirement coming mid-October

-Updated SBBDL app rolls out mid-October

Oct 15: Anticipated date for updated online public access catalog (OPAC) to be available for patron use. New OPAC includes physical & digital items.

Nov 25: Closing early at 2pm

Nov 26: Closed for Thanksgiving

-Regular closure dates during winter holidays are Dec 24, 25, 31 and Jan 1. Dec 26 and Jan 2 are Saturdays this year.

-SBBDL staff participated in CE: catalog preview session (Nellie, Martha, Holly, Suzanne, Sue), Freedom to Read talk (Autumn, Martha, Holly), Harbor Springs Festival of the Book (Autumn)

Youth Services/Programming

-Body Safety Story Time with Traverse Area Children's Advocacy group had 18 attendees

Upcoming…

Sept 8 - Nov 10: Weekly Preschool Story Time

Sept 22 - Nov 10: Field trips for SB school elementary students on most Tuesday & Thursday afternoons.

Oct 13: Story Time with Bay Area Transportation Authority (BATA)!

Oct 16: Family Fun with Juggling

Nov 13: Family Fun with LEGO

Adult Services/Programming

-What is the Freedom to Read Talk? with Amber Sheerin of MLA during Banned Books week had 21 attendees

BOOKENDs book discussions

September 10: *Travels with George* had 4 attendees

October 8: *The Catcher in the Rye* (Leelanau Reads: Banned Books Edition) had 12 attendees

November 12: *When the Cranes Fly South*

December: No discussion

January 14: *Buckeye*

Technology Workshops
September 15: New library catalog sneak peek had 8 attendees
October 6: iDevices with Corey Buchan had 15 attendees
November 10: AI with MJ Cartwright*

October Wellness Series for Health Literacy Month
October 2: *Building Connections* with Michelle Walters had 15 attendees
October 9: *Healing in a Pinch* with Dr. Elizabeth Huntoon had 12 attendees
October 16: *Pelvic Health* with Erica O'Neal
October 23: *Morning Routine* with Dr. Carrie Sands
October 30: *Medicare 101* with Sarah Murphy

Upcoming…
November 7: Wrapping paper craft program

Facilities
-Storage room clutter removed during SB Village clean up
-Hanging ceiling lights in south end of library were rewired and fitted with LED bulbs
-Water fountain stream regulator replacement in progress (Precision, Easling)
-Exterior storm windows cleaned & weatherstripping in progress (Easling)
-Cracked window repair in progress (Pella)

Local/Library Community
-Extra SBBDL Friends Book Donation Drop-Off Day is Nov 14
-SB Chamber discussed Yeti Fest and Holiday in the Village at October meeting; the library will participate in both events. SB School rep Chris announced they have two open Board seats with write-in candidates for Nov election. Chamber's annual meeting will be Oct 20.
-Invited new NLC Director Stacy Pasche for a meet-and-greet before April Board meeting
-The Michigan Labor & Economic Opportunity (LEO) youth employment portal is now active. Youth work permits must now be obtained through this portal.

Respectfully submitted by Danielle 'Nellie' Danke, October 2026