

**SUTTONS BAY-BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES – SEPTEMBER 19, 2017**

CALL MEETING TO ORDER

President John Krug called the Suttons Bay-Bingham District Library Board of Trustees regular meeting to order on Tuesday, September 19, 2017, at 9:00 am at the Library.

ROLL CALL OF BOARD MEMBERS - Quorum Present

Present: John Krug, Clix Heerema, Barbara Graves, Margie Johnson, Sandy Boone,
Sue Gentges

Absent and excused: None

Staff Present: Bradley Chaplin

1 AGENDA APPROVAL

No changes to the Agenda.

2 SECRETARY'S REPORT- Regular Meeting Minutes- August 16, 2017

Sue Gentges/moved, Clix Heerema/supported, to approve the August 16, 2017 Minutes, PASSED.

3 PUBLIC COMMENTS

No public comment.

4. OLD BUSINESS

a. Migration to TADL IT Support

Bradley Chaplin reported the transition from Nugen to TADL IT Support is complete. Now the staff will learn the new system.

b. Fire Inspection

John Krug said he and Bradley Chaplin met with Chief Jim Porter of the Suttons Bay-Bingham Fire & Rescue Authority. Chief Porter made a fire inspection of the library building and issues of concern were batteries and exit signs. All changes have been made according to the inspection, including replacing the exit signs. Allan Schaub submitted a bill for \$200.00 for work related to the fire inspection.

c. 2017 GALA

Bradley Chaplin said the Gala Committee will meet next week ramping up soliciting sponsors for the Gala.

d. Monthly Policy Review (pgs. 57-62)

The monthly review of the Policy was held. Page 58 – Article I, Establishment needs to be

corrected, to state 5% millage. Article III - #2 – The trustees shall serve for terms of four (4) years. Corrections will be made to the Policy as noted. For the October Meeting – review of Trustee Information pages 63-67.

e. Additional Open Hours

Discussion was held as to whether the Library should be open for additional hours. Bradley Chaplin said he doesn't see a need for a change in hours the Library is open at the moment. Bradley Chaplin said at the October meeting he will show the hours when the Library is the busiest.

f. Annual Book Sale Final Results

Bradley Chaplin said the Friends have held three additional weekend sales. The final results of the Annual Book Sale have not been turned in by the Friends.

5. NEW BUSINESS

a. Intro and Welcome New Assistant Director

Jane Suppes was introduced as Assistant Director of the Library. The Board thanked Jane Suppes for joining the Library.

b. Capital Improvement Possibility

John Krug asked the Board if the Library should have a comfortable reading room. Clix Heerema said he thinks the Library should have a special space for reading. Barbara Graves said a concept would be to move a wall and put in more furniture and use it as a reading area.

6. Treasurer's Report

Barbara Graves submitted the Treasurer's Report as of September 18, 2017 for approval.

Checking/Savings	
Checking -	\$ 12,610.37
Savings - MM	217,067.49
Cert. of Deposit	- 0 -
Petty Cash	150.00
Total Checking/Savings	\$ 229,822.86
Checks - 14027 - 14065	ETF's - 4 (payroll and direct deposits)

Barbara Graves said she purchased two (2) 5 year CD's for a total of \$60,000.00.

Clix Heerema/moved, Sue Gentges/supported, to approve the September 2017 Treasurer's Report as drafted, PASSED.

7. OTHER REPORTS

a. Library Director’s Report

Bradley Chaplin submitted his Library Director’s Report for September 2017. Addition to the written report - Bradley Chaplin said he will have one volunteer per day in the Library to perform work as directed. The Library Director’s Report will be part of the Minutes.

b. Friends Meeting

Clix Heerema said he was disappointed with the annual book sale. Bradley Chaplin explained how the books were set up for the book sale. Bradley Chaplin said Barbara Platts was asked to come up with a plan for landscaping for the children’s garden. Bradley Chaplin said he designed a new logo for the Friends.

c. Township Reports

John Krug - Suttons Bay Township
Marge Johnson – Bingham Township
Sue Gentges & Sandy Boone - Village of Suttons Bay

8. Landscaping and Maintenance

Bradley Chaplin said the money from the GALA will go toward the first stage of the Children’s Garden.

9. Adjournment

The meeting was adjourned at 10:23 a.m.

Respectfully submitted,
Marge Johnson, Secretary

Note: A regular meeting is scheduled for Tuesday, October 18, 2017 at 9 a.m..
Quorum required. Notify J Krug (271-5719) if unable to attend.

