

PRELIMINARY DRAFT OF MAY 15, 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 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 May 15, 2024, at 9:01 a.m.

Present: S. Albrecht, S. Boone, T. Rieger, D. Wawryzniak

Absent: J. Coulter, B. Graves

Also present: N. Danke, Library Director; L. Wawryzniak, Friends Representative; M.J. Cartwright, Guest

Quorum was present.

II. AGENDA CHANGES AND APPROVAL

Motion by S. Boone, second by S. Albrecht to accept agenda as presented. Passed by show of hands.

III. PUBLIC COMMENT – None

IV. SECRETARY'S REPORT

Motion by S. Boone, second by S. Albrecht to accept the April 17, 2024, minutes as presented. Passed by show of hands.

V. TREASURER'S REPORT

Motion by D. Wawryzniak, second by T. Rieger to table Treasurer's Report until the June 19, 2024, meeting. Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain. Ongoing.

B. Community Room. There will be one final order for rugs and furniture to complete the renovations.

C. Five year strategic plan. Results from the staff and board input session and surveys were presented. Community surveys will be distributed in mid-August through mid-September with 2 input sessions to follow. To reach maximum distribution, we might have a presence at the Farmer's Market, Sidewalk Sale, and/or Friend's book sale.

D. Millage Request. We have received approval of ballot language from the County Clerk. L. Wawryzniak reported the Friends has a committee working on the millage. They will have advertisements and yard signs in June and July. They have requested a mailing list of voters in the county.

VII. NEW BUSINESS

A. Budget. The final budget proposal will be emailed to board members for review and a special board meeting scheduled to discuss the budget prior to the June 19, 2024, meeting.

B. Library Director Annual Review. J. Coulter and D. Wawryzniak will conduct the annual review.

C. Need for New Board Member from Suttons Bay Township. S. Albrecht has 2 possible candidates, N. Danke has 1 good prospect, and S. Boone has 1 prospect.

D. New Board Member. M. J. Cartwright will be the new Suttons Bay Village representative as of June 1, 2024.

VIII. REPORTS

A. Library Director's Report. Report is attached.

B. Friends of the Library. Due to a large book drop off in May there will be no book drop off in June. There are enough books to fill the two tents at the book sale. The Friends has rented a new storage locker that is twice the size of the previous one, so have adequate storage space. They have completed rock work in front of the library to alleviate water issues. When the sprinklers are activated this month, hoses will be installed for watering the planters. Next Friends meeting is May 28, 2024, at 5 p.m.

C. Township and Village Reports. The Bingham Township newsletter, which is mailed with the summer tax bills, will include information on the Library's summer reading program.

D. Chamber of Commerce. They are working on the Wine and Art Walk. The Library has secured a spot in the Yeti Fest calendar to be released in 2025.

E. Board of Trustees Final Comments – None

IX. PUBLIC COMMENT – None

X. MOTION TO ADJOURN

Motion by S. Boone, second by S. Albrecht to adjourn. Passed by show of hands. Meeting adjourned at 9:55 a.m.

Respectfully submitted,
Toddy Rieger, Secretary

NEXT REGULARLY SCHEDULED MEETING IS JUNE 19, 2024, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT SANDY BOONE (231-409-0524) IF UNABLE TO ATTEND.

DIRECTOR'S REPORT: May 2024

Statistics

April 2024 circulation: 3139

SBBDL physical items: 1691

OverDrive digital items: 1224

MeLCat: borrowed 172 , loaned 52

April 2024 door count: 2326

April 2023 circulation: 2864

SBBDL physical items: 1675

OverDrive digital items: 1041

MeLCat: borrowed 106 , loaned 42

April 2023 door count: 2108

General

- Sela Geraci new Library Page for the summer (May & June). Page opening still available for upcoming school year.
- Great turn-out for Strategic Plan Input Session for staff and Board in April
- Friends approved funds for free sanitary products in library bathrooms
- Text notification of held items is now available to patrons. TADL technicians are still working on some details of this, but we are starting to offer this option to patrons and will be rolling it out fully this summer.
- Director Nellie attended NLC meeting in April
- Ass't Director Autumn attended book repair workshop in May
- De-escalation in Libraries recorded webinar offered to staff as paid training in May before busy summer season

Youth Services/Programming

- Spring Preschool Story Times will run every Tuesday morning thru May 14
- Family Fun with Space in April had 50 attendees. Thanks to special guest Phyllis Rebori from the Dark Sky Committee of Leelanau Energy.
- Approximately 70 children received trees at the library through the Neighborhood Forest tree giveaway. Nice partnership which brought families with kids into the library.
- Library staff (Martha & Sue) attended Leland & Suttons Bay schools Dia celebrations

Upcoming...

- Summer Reading bookmark contest is now underway
- Summer Reading programming will begin mid-June and run through mid-August. We are now promoting our summer reading offerings to the community.

Adult Services/Programming

- BOOKENDs discussion of *Deacon King Kong* in May had 12 attendees
- Tech Tuesday covering iPad Basics in April had 5 attendees
- MI Notable Books author visit with Erin Bartels in April had 12 attendees

Upcoming...

June 13: BOOKENDs discussion of *A Map for the Missing*.

May 14: Tech Tuesday presentation on Digital Photography

Leelanau Reads

This year's featured book is *The River We Remember* by William Kent Krueger. All four public libraries in Leelanau County are offering book discussions of this title. At 7pm on Saturday, May 18 the author will be speaking at the Northport Performing Arts Center in Northport School. He will be interviewed by local author Aaron Stander. There will be no charge, but seat reservations are required.

Facilities

- Repairs to smoke detector wiring & updates to fire alarm system panel done by Summit
- Spring cleaning done by Solutions 4 U Cleaning
- AC maintenance done by Michigan Mechanical
- Friends added rocks to correct drainage in garden where rain runs off the entry
- Electronics & hazardous waste disposal done/scheduled

In progress...

May 18: Carpet cleaning scheduled with Diversified Carpets. The library will be closing early at 12noon.

- Team Bob's to replace drinking fountain
- Community Room revamp
- Friends sponsored projects: Level book drop

Local/Library Community

- The Friends received many donations during their May Book Donation Drop-Off Day, and have enough books for their Annual Sale in August. They will NOT hold any more book donation drop-off days before the sale.
- Support Library Page Izzi by attending SB Schools musical the Wizard of Oz on 5/17, 5/18 or 5/19
- SB Chamber hosting June Art & Wine walk

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