

PRELIMINARY DRAFT of January 15, 2025, minutes of the Suttons Bay Bingham Board of Trustees to be approved at the next meeting.

**SUTTONS BAY BINGHAM DISTRICT LIBRARY
BOARD OF TRUSTEES**

MEETING HELD IN THE LIBRARY MAIBN 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 January 15, 2025, at 9:00 a.m.

Present: S. Boone, J. Coulter, B. Graves, D. Vaughan. T. Rieger at 9:05, M.J.Cartwright at 9:09
Also present: A. Anderson, Library Assistant Director; J. Shannahan, Friends Representative

II. AGENDA CHANGES AND APPROVAL

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

III. PUBLIC COMMENT – None

IV. SECRETARY’S REPORT

Motion by S. Boone , second by J. Coulter to approve the minutes as presented. Passed by show of hands.

V. TREASURER’S REPORT

November report. During the month of November our financial balance decreased by \$33,073.45. There were no unusual or unexpected expenses. There were six electronic transfers, three to pay utility bills, two for health insurance, and one to cover federal payroll taxes. Checks 15618 to 15640 were written to cover pending bills. There were fourteen direct deposits made to cover payroll plus two checks for the new employee. We are well within our total budget for the year.

December report. During the month of December our financial balance decreased by \$20,975.88. There were no unusual or unexpected expenses. There were three electronic transfers, two to pay utility bills and one to cover federal payroll taxes. Checks 15641 to 15656

were written to cover pending bills. There were eleven direct deposits made to cover payroll plus two checks for the new employee. We are well within our total budget for the year.

Treasurer's Report approved by show of hands.

VI. OLD BUSINESS

A. Drinking fountain and bathroom remodels are ongoing.

B. The Mary Ann Arvo artwork selection is ongoing.

C. Five year strategic plan. The committee will meet January 23 to finalize statistics. They will present a report to the board in February.

D. No new information on the PoWer Bookbags grant is available.

VII. NEW BUSINESS

A. Kanopy Digital subscription. A. Anderson reported the Kanopy Digital subscription is a movie streaming service which would be available to patrons through their library card. It includes 25 tickets/month/patron and unlimited use of children's content. The cost to the library is \$1750.00 per year. The service is owned by Libby and will be advertised on Libby.

Motion by T. Rieger, second by M.J. Cartwright to purchase a one year trial subscription to Kanopy Digital. Passed by show of hands.

B. Budget adjustments. M.J. Cartwright presented proposed adjustments to the budget. Motion by S. Boone, second by J. Coulter to approve the budget adjustments as presented. Passed by show of hands.

C. General Operating Policy review. Three changes to the Operating policy were discussed and agreed upon. Motion by D. Vaughan, second by J. Coulter to adopt the General Operating policy with the agreed upon changes. Passed by show of hands.

D. Election of BOT officers for 2025. A slate of prospective officers was presented as follows: President, S. Boone; Vice President, J. Coulter; Secretary, T. Rieger; Treasurer, M.J. Cartwright. Motion by T. Rieger, second by B. Graves to elect the officers as presented. Passed by show of hands.

E. Removal and addition of names on banking signatures. Motion by S. Boone, second by T. Rieger to remove B. Graves from banking signatures and add M. J. Cartwright to banking signatures. Passed by show of hands.

VIII. REPORTS

A. Library Director's Report is attached.

B. Friends of the Library. J. Shannahan reported on the availability of information to help in revitalizing the Friends of the Library. The Friends will be meeting January 16, from 11:00-1:00 to review this information. All are welcome to attend.

C. Townships and Village reports. None.

D. Chamber of Commerce report. The Chamber has updated its calendar for 2025.

E. BOT final comments. None

IX. PUBLIC COMMENTS None

X. MOTION TO ADJOURN

Motion by S. Boone, second by M.J. Cartwright to adjourn. Passed by show of hands. Meeting adjourned at 9:57 a.m.

Respectfully submitted,

Toddy Rieger
Secretary

NEXT REGULARLY SCHEDULED MEETING IS FEBRUARY 19, 2025, AT 9:00 A.M. QUORUM IS REQUIRED. PLEASE CONTACT SANDY BOONE (231-409-0524) IF UNABLE TO ATTEND.