

PRELIMINARY DRAFT of December 18, 2024, 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. 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 December 18, 2024, at 8:59 a.m.

Present: S. Boone, M.J. Cartwright, J. Coulter, T. Rieger, D. Vaughan

Absent: B. Graves

Also present: N. Danke, Library Director; Lew Wawryzniak, Friends Representative; Wendy Becker, League of Women Voters

II. AGENDA CHANGES AND APPROVAL

Add Section F to New Business "Approve Meeting Dates for 2025." Motion to approve agenda as amended by S. Boone, second by D. Vaughan. Passed by show of hands.

III. PUBLIC COMMENT

Wendy Becker, attending as an observer, offered any assistance that the League of Women Voters can provide.

IV. SECRETARY'S REPORT

Motion by J. Coulter, second by M.J. Cartwright to approve minutes as presented. Passed by show of hands.

V. TREASURER'S REPORT

Treasurer's Report is not available at this time. Financial spreadsheets were reviewed. Motion by S. Boone, second by M.J. Cartwright to approve the financial spreadsheets as presented. Passed by show of hands.

VI. OLD BUSINESS

A. Drinking fountain and bathroom remodel

Remodel is progressing. We need a committee to select fixtures and tiling for the project.

B. Mary Ann Arvo artwork. One piece of art has arrived. The selection committee is still searching for the second piece.

C. 5-year plan. Committee is not active at the moment, but plans to present in February.

D. Fire Inspector Report. There were some minor issues to be resolved which are being addressed.

E. PoWer! Books grant application has been completed and sent in.

VII. NEW BUSINESS

A. Financial Policy Review. D. Vaughan, M.J. Cartwright, and N. Danke discussed the proposed changes to the Financial Policy. Motion by T. Rieger, second by J. Coulter to approve the Financial Policy with proposed changes. Passed by show of hands.

B. Personnel Policy Review. D. Vaughan, M.J. Cartwright and N. Danke discussed the proposed changes to the Personnel Policy. Motion by M.J. Cartwright, second by J. Coulter to approve the Personnel Policy with proposed changes. Passed by show of hands.

There was discussion of payroll changes to reflect new minimum wage. Motion by J. Coulter, second by M.J. Cartwright to accept new staff payroll changes as of the first pay period of 2025. Passed by show of hands.

C. Employee Insurance Policy. Premiums will increase about 10%. N. Danke and A. Anderson reviewed the policy and approved of the change. Motion by S. Boone, second by D. Vaughan and M.J. Cartwright to renew the employee insurance policy, noting covered employees will pay 10% of premiums. Passed by show of hands.

D. Budget Adjustments. Postponed until January.

E. N. Danke, D. Vaughan, and a representative from the Friends will serve on the committee to select items for the bathroom/drinking fountain remodeling.

F. Meeting Dates for 2025. Motion by S. Boone, second by T. Rieger to set meeting dates for the third Wednesday of each month at 9:00 a.m.

VIII. REPORTS

A. Director's Report. Director's report is attached. Linda Adams from Northland Library Coop. will be asked to visit us in the spring.

B. Friends of the Library. L. Wawryzniak noted that the Friends put up the Christmas decorations in the library, including the purchase of an artificial tree. Decorations will come down January 5. The book collection will resume in March, April and May. The Friends are looking for alternatives to the Gala for fundraising and would welcome any suggestions. They are seeking ways to increase their membership and again welcome any suggestions.

C. Townships and Village Reports. None.

D. Chamber of Commerce Report. Yeti Fest is in February.

E. BOT Final Comments. J. Coulter recognized the article in the Leelanau Conservancy publication regarding the conservation easement by Sunblossom Orchards, owed by T. Rieger and J. Nugent.

IX. PUBLIC COMMENT

Wendy Becker appreciated attending the board meeting and hopes to attend in the future.

X. MOTION TO ADJOURN

Motion by S. Boone, second by D. Vaughan to adjourn. Passed by show of hands. Meeting adjourned at 10:30 a.m.

NEXT REGULARLY SCHEDULED MEETING IS JANUARY 15, 2025 AT 9:00 A.M. QUORUM IS REQUIRED. CONTACT SANDY BOONE (231-409-0524) IF UNABLE TO ATTEND.

Respectfully submitted,

Toddy Rieger
Secretary

DIRECTOR'S REPORT: December 2024

Statistics

Nov 2024 circulation: 3420

SBBDL physical items: 1833

OverDrive digital items: 1352

MeLCat: borrowed 180, loaned 55

Nov 2024 door count: 2121

Nov 2023 circulation: 3317

SBBDL physical items: 1970

OverDrive digital items: 1190

MeLCat: borrowed 114, loaned 43

Nov 2023 door count: 2128

General Operations

Dec 2: Closed early at 4 due to weather

Dec 5 & Dec 12: Closed due to weather

Upcoming....

Dec 24 & 25: Library closed for Christmas

Dec 31 & Jan 1: Library closed for New Year

Youth Services/Programming

-Monthly story time at Benodjan daycare

Nov 26: Leelanau Montessori kindergarten visit

Dec 3: Homeschool lunch & learn had one family attend, but they came with great ideas

Upcoming...

Dec 3 - Feb 11: Weekly winter story times

Dec 6: Family Fun with Legos had 9 attendees. All of the December Family Fun programs have had low attendance.

Jan, day TBD: Family Fun with Cardboard

Feb 15: Yeti Fest

Adult Services/Programming

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

-Patrick Panyard decided not to renew his shoveling contract for this winter, but he put me in touch with Tim Belanger who is willing to take on the job for similar compensation.

-Fire chief's annual fire inspection done

-TADL did network maintenance project

In progress...

- One picture has been purchased with Mary Ann Arvo memorial funds. The library received enough funds to purchase one more piece of artwork.
- Bathrooms refresh/fountain refresh will need fixtures, tile, paint, etc. chosen before work begins in March

Local/Library Community

-The Freedom to Read bills (House Bills 6034 and 6035) passed the House on Friday, December 13. These bills will help to secure the right to read in Michigan's public libraries and create a uniform set of rules dictating when and how library materials can be challenged and removed from shelves. The bills now move to the Senate. The earliest the Senate can consider these bills is next Friday, December 20. If approved by the Senate, the bills will be sent to the Governor who can either sign them into law, veto them, or allow them to become law without signature.

-The MI Earned Sick Time Act goes and MI Minimum Wage increase schedule goes into effect on Feb 21, 2025. The Board will look at these when reviewing the Personnel Policy to make sure SBBDL is compliant.

www.michigan.gov/leo/bureaus-agencies/ber/wage-and-hour/paid-medical-leave-act

www.michigan.gov/leo/news/2024/10/01/michigan-minimum-wage-rate-2025-increase-schedule

-Northland Library Cooperative's plan of service was updated for 2025, with greater benefits to member libraries.

-Chamber's Friends & Family and Holiday in the Village were the last two weekends in November. Turnouts lower than usual, maybe due to weather.

-Friends of SBBDL decorated the library & put up a tree for the holidays.

Upcoming

Dec 12 SB Rotary meeting was canceled due to weather. Rotary will try to find a date in early 2025 to host SBBDL.

Feb 15: SB Chamber's Yeti Fest

Respectfully submitted by Danielle 'Nellie' Danke, December 2024