

**Elk Rapids District Library Board of Trustees  
Meeting Minutes  
April 11, 2019**

1. **Call to Order:** The meeting was called to order at 5:00 pm by President Barbara Johnson.  
Members present: Diane Geddes, Sarah Ward, Thom Yocum, Jane Stauffer, Barbara Johnson, Chuck Schuler and Director Nannette Miller.  
Absent: Dick Hults, Chris Weitschat  
Also present: Alice Rubert representing the Friends and Karen Simpson and Laura Savoie from the Capital Campaign Committee.
2. **Approval of Agenda:** M/S Schuler/Yocum to approve the agenda. Motion carried.
3. **Approval of Minutes – March 14, 2019:** One correction, Cathy Walle is spelled with a C not a K. M/S Yocum/Schuler to approve Minutes as corrected.
4. **Treasurer’s Report and Approval of Bills:** M/S Yocum/Ward to approve checks numbered 27826 through 27842, one electronic funds transfer to the IRS, and two debits for a total of eighteen automatic payroll deductions made against the general fund. Geddes also reported the Alden money market account closed and the funds moved to Independent Bank, and \$2000.00 was transferred from Fifth Third Bank to Chemical bank to purchase two \$100,000.00 CDs for 11 months at 2.4% interest. Roll Call: Johnson-yes, Yocum-yes, Schuler - yes, Ward-yes, Geddes-yes, Stauffer-yes. Motion carried.
5. **Correspondence:** Barb Johnson has received several items from other libraries as suggestions on what we could do to advertise programs. Two notes received from library staff thanking the board for providing lunch at their in-service day.
6. **Director’s Report:** Miller reported that communication was stressed by Karen Simpson at the in-service day with staff and since we all agree good communication is critical to our success, we all need to make sure everyone has the information they need to do their job. She noted that patrons from Grand Traverse County used the library more than Torch Lake Township patrons last month. Village looking into crash bar for downstairs outside door. Village said they would take care of providing some type of temporary security.
7. **Friends Report:** Alice Rubert reported that several of the Friends will be at the Open House on April 12. The first Friends meeting of the year will be April 29, 2019.

8. **Capital Campaign Committee Report:** Karen Simpson discussed plans for the Library Open House on April 12 and encouraged the board members to attend. Campaign website will be ready soon. She handed out campaign brochures and case statements for board members to share with others. Also Q and A sheets regarding the campaign were handed out. There will be two intimate gatherings this summer with the goal of \$100,000 to \$200,000 per gathering. Contacts are being initiated with possible leadership donors.
9. **Unfinished Business:**
  - Cleaning out surplus items:** Miller reported that there are not enough items for a garage sale. Library staff will have bid sheets with pictures of available items for public to bid on.
  - Board Retreat:** Scheduled for June 1. Waiting to hear if we can use Maple Bay Farmhouse.
  - Anniversary celebration:** Johnson reported 11 members on the committee. First meeting is Monday April 15 at 3:30.
10. **New Business**
  - Proposal from Architects for visual display:** Johnson presented three ways to show the public what the library will look like: 1. Renderings (cost \$3560.00), with landscaping and people, including floor plans. 2. Model (\$7500.00) 30x46 with plexiglass cover. Not portable. 3. Virtual model which can circulate continuously on a computer (\$2000.00). M/S Ward/Schuler to ask for a new proposal from architects to include the virtual video. Johnson -yes, Yocum - yes, Stauffer-yes, Ward- yes, Geddes –yes, Schuler – yes. Motion carried.
  - Cleaning:** Miller requested the cleaner to do some extra cleaning in the library and we would pay him extra for it .
11. **Public Comment:** Alice Rubert supports the motion for the renderings and the virtual video.
12. **Board comment:** Johnson encouraged members to attend the open house and thanked Diane for arranging lunch for the staff in-service.
13. **Adjournment:** The meeting adjourned at 6:00 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday May 9, 2019 at 5:00 pm in the library meeting room.

Respectfully submitted,

Jane Stauffer