

Elk Rapids District Library Board of Trustees
April 8, 2021 Meeting held at Elk Rapids Governmental Center
approved as corrected under item 11B on 5.13.21

Note: minutes follow the Agenda

1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Barb Johnson, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Chuck Schuler and Diane Geddes

Also Present: Director Nannette Miller. This meeting is being held in person at the Elk Rapids Governmental Center. There are 6 people in the audience at the start of the meeting.

Members absent: Hults, Simpson.

2. Approval of Agenda:

Miller requested to add new lease with Xerox under 8C, New Business

Motion: to approve the agenda as amended by Schuler/Johnson. Motion carried by voice vote immediately after public comment with all attending approving.

3. Public Comment:

Diane Richter from Elk Rapids spoke about Chapter 10 of the village ordinances regarding the Island House Property that was adopted in 2019. Section 10-4 "Rights of Property Owners" As you know, the deed was to the village resident property owners. She read from the ordinance: "The enactment of this chapter shall in no way or manner deprive nor shall it be construed as depriving or denying any owner of any parcel of land located within the village of any of the rights, benefits or privileges contained in the deed of conveyance to bring and prosecute proceedings for specific enforcement of any of the covenants, restrictions or agreements contained therein, or for other suitable remedy or relief, at law or in equity, to ensure and protect the interests of the land owner and other beneficiaries (of the Island Property) there under in strict accordance with the intention(s) of the parties as expressed therein." The intentions of the parties were Katherine Dexter McCormick and the Village Council that approved it. And then it goes on to the "Authority of council". She distributed copies of sections 10-3 thru 10-5 of the ordinance to all board members.

Mary Lobisco from 115 Traverse St. Elk Rapids discussed the new proposed lease. For almost 4 years now one of the reasons given for such a large expansion to the current Library has been that all of this new space is necessary to serve the community in a variety of ways. Taking all of these statements at face value, why then, is there a new lease regarding subleasing? If all the space is intended for "Library use" what entity would be a sub-lessee? Of course any sub-lessee would have to be approved by the Village. Evaluating this in a critical thinking manner it does send one in the direction of having a Library in a location and in a building that is solely under the control of the ERDL - free to make your own choices. The big elephant that will always be with you is the legal fact of ownership of the Island House by the residents of the Village of Elk Rapids.

4. Approval of Minutes: March 11, 2021

Motion: to approve to approve by Johnson/Schuler. Motion carried by voice vote all attending approving.

Approval of special meeting minutes: March 21, 2021

Discussion: Atkinson asked regarding the Independent Bank interest rate. Miller clarified.

Motion: to approve the minutes by Schuler/Johnson. Motion carried by voice vote all attending approving.

5. Treasurer's Report and Approval of Bills:

Geddes discussed the transaction detail report and approval is required. These bills are for the monthly payments.

Motion: by to approve by Pollister Amos/Atkinson.

Roll Call:

Pollister Amos: Yes

Stephenson: Yes

Atkinson: Yes

Geddes: Yes

Johnson: Yes

Schuler: Yes

Simpson & Hults- absent

Motion carried.

Geddes discussed the list of checks for non-monthly recurring payments, with a few exceptions. Those checks being paid today.

Motion: to approve these payments by Pollister Amos/ Johnson.

Roll Call

Geddes: Yes

Pollister Amos: Yes

Stephenson: Yes

Atkinson: Yes

Johnson: Yes

Schuler: Yes

Simpson & Hults- absent

Motion carried.

Miller said she didn't get the bank statement for Independent Bank since this is an early meeting. There were no donations in March so it's only interest. There are two bills that will need to be paid out of the expansion fund. There is a bill from DGN and a bill from Donor Perfect. Those are not on the list that were just approved. Both can wait until next month.

6. Correspondence:

Stephenson said he sent the board members a brief overview on the American Rescue Plan.

7. Unfinished Business:

A: Capital Campaign shift to Friends

Miller said that Sharon Bacon reported that the Friends are looking into this.

B. Select Banks

The banks used by the Elk Rapids District Library for 2021-2022 will be Alden State Bank, TCF Bank, Fifth Third Bank and Independent Bank.

Motion: to approve Alden State Bank, TCF Bank, Fifth Third Bank and Independent Bank by Johnson/ Geddes.

Roll Call:

Stephenson: Yes

Johnson: Yes

Atkinson: Yes

Geddes: Yes

Schuler: Yes

Pollister Amos: Yes

Simpson & Hults- absent

Motion carried.

Resolution 2021-01

The resolution reads as follows:

Whereas: The Elk Rapids District Library Board of Trustees has designated Independent Bank as the repository of the expansion fund in an Insured Cash Sweep (ICS) account; and

Whereas: The Library has an internal policy of requiring two signatures on every check written; be it

Resolved: The Board of Trustees authorizes Independent Bank to put a dual signature requirement on all checks written against the expansion fund, with the understanding that any check submitted for payment that does not include two authorized signatures will be rejected and not paid.

Atkinson wanted to clarify that withdrawals should requires two authorizations as well as checks. Miller stated that withdrawals are only made with checks and Independent will confirm that there are two signatures on each check if the resolution is approved.

Motion: to approve Resolution 2021-01: Use of Independent Bank with Dual Signature by Schuler/Johnson.

Roll Call:

Geddes; Yes

Schuler: Yes

Stephenson: Yes

Johnson: Yes

Pollister Amos: Yes

Atkinson: Yes

Simpson & Hults- absent

Motion carried.

Johnson questioned who the current authorized signers on the account were. Pollister Amos needs to be added to Independent Bank account . Stephenson is out of town a lot so he feels it

best to have a board member who is in town more regularly.

Motion: to add Pollister Amos as a signer at Independent Bank account by Johnson/ Schuler

Roll call:

Geddes: Yes

Schuler: Yes

Pollister Amos: Yes

Atkinson: Yes

Stephenson: Yes

Johnson: Yes

Simpson & Hults- absent

Motion carried.

C. Financial Review/Audit Update

Stephenson said he reached out and there is no update at this point. This is due to bad timing on our part and our request for the review happening during tax season.

8. New Business:

A. Appoint Committees

Stephenson appointed Pollister Amos to the finance committee.

Stephenson appointed Atkinson to the personnel committee.

Capital Campaign and Building committee will stay the same

Johnson asked if there would be a Policy committee. Stephenson said not at this time.

Miller pointed out that there is nothing that a policy committee can do, the policies need to come from the lawyer. We know which policies need to be done and Miller will start sending them to Anne (at Foster Swift) and she will return them and then the board will look at them. Atkinson pointed out that it's our job to adhere to the policies.

B. American Rescue Plan Update

Stephenson said he's been working with the state on this as well and with Miller and Aaron Hill. There will be funding coming for libraries. The guidelines will be coming in May. We will be reviewing this as it comes out. We also looked at upgrading the Wi-Fi equipment and also may have to have it filtered to comply with the grant. We may be able to broadcast out into the park a bit.

C. New Xerox Copy Machine: Miller discussed the need for a new copier lease. Miller asked to have it upgraded to a color copier for an additional \$10.00/month which will be paid back by charges. Stephenson to sign the contract tomorrow.

Motion: to approve the lease change for the new Xerox lease by Pollister Amos/Schuler

Roll Call:

Atkinson: Yes

Stephenson: Yes

Schuler: Yes

Johnson: Yes

Pollister Amos: Yes

Geddes: Yes

Simpson & Hults absent
Motion carried

9. Director's Report

As presented by Miller

Jim Janisse just declared a state of Emergency for the Village so we may not meet in person next month. We don't know how long this will be. We will try to set up a Zoom hybrid if we meet in person. We are still committed to requiring appointments only at this point. Inventory is going great, but we are getting rid of a lot of books and running out of places to put them. *Spring into SummER* has been postponed. No board members have contacted Aaron to read a poem. Schuler said he will and Stephenson said he will. It's National Library Week. We are just posting on Facebook. We are still planning to do the pop up book sale in the parking lot with Green ER, but we may cancel that if we think it puts anyone at risk. The YouTube channel is getting a lot of views. Aaron Hill is working on "How To" videos - like how to use Libby, how to order a book from MeLCat. Facebook posts still reach a lot of people. Much of staff and director training is now going to online modules. Things will be different when the pandemic passes.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Schuler, and Stephenson

Pollister Amos reported that Miller's 2021 goal form was signed for her to put in her personnel file.

B. Financial Committee: Geddes, Schuler, and Miller

No report.

11. Ad Hoc Committee Reports

A. Capital Campaign Committee: Simpson

No report.

B. Building Committee: Hults, Schuler, Atkinson, Miller

Schuler said we will have a meeting this Monday, here at 4 pm in person. Atkinson asked if the state of emergency is for the Village? It's village wide? We will follow up with emails since it just happened and no one has a copy. Miller stated that the Zoom intruders **would be (corrected at 5.13.21 approval)** reported to the State Police.

12. Friends Report

Pollister Amos read the report from Sharon Bacon.

The Friends report for the current month will, of necessity, be very brief, as we have not met since the last Trustees meeting. However, we have had some significant activity related to our project.

A sub-committee composed of myself and Paula Moyer has completed a survey of area libraries that have completed capital campaigns recently. The survey focused on the following areas, broadly stated:

- General Background (i.e., size and length of campaign, source of funds, involvement of Friends)

- Campaign structure: (e.g. , As a sub-committee of the Library Board, as a sub-committee of the Friends, or as an independent foundation.
- Skills contributing to campaign success
- Strategies utilized in motivation campaign donations
- Systems
- Shared Values
- Relationship style impacting the campaign

Survey results will be reported first to the Friends board at its next meeting --either a special meeting, for which no date has been set; or the next regular meeting of the Friends at the end of April. Subsequently, we will also share what we have learned with the Trustees. We are grateful that those whom we contact at area libraries freely shared their insights and experiences with us.

2) We are pleased that the Book Cellar has reopened, allowing an income stream to begin flowing into our treasury. We are grateful to the faithful volunteers who are sorting books and restocking shelves.

Sharon Bacon
Vice Chair & Liaison to the Board of Trustees
Friends of the Elk Rapids District Library

Miller said they are also planning to host their jewelry sale "Glamour, Glitter and Glitz" the second weekend September. They are currently looking for a location.

13. Public Comment: Same rules as previous public comment

Diane Richter asked for clarification regarding the operational account balance. Miller explained that part of that money is this year's money. Is there a best practice for what libraries keep? Miller said it varies. Is Simpson still the interim chair of the Capital Campaign committee? Yes. Are there any other board members on it? No.

14. Board Comments:

Pollister Amos discussed having board member training "Short Takes for Trustees". You can sign up and do it yourself or we could include the short 10 minute Trustee training webinars in our monthly meetings. It's free. Schuler and Atkinson said they agree. Atkinson suggested doing them while we are a captive audience. Miller reminded trustees about picking up their copies of the new trustee manuals and the Robert's Rules of Order in Brief. Stephenson suggested if we are doing Zoom we could do the short trustee training at the end of the meeting.

Schuler said this is the best meeting he's been to. Everyone was very civil and people were kind to each other.

Pollister Amos suggested board members read the book *13 Ways*.

15. Adjournment

Motion: to adjourn by Schuler/Atkinson. Adjourned by order of the chair at 5:50 pm.
Julia Pollister Amos, Secretary Elk Rapids District Library Board