

Approved 09/10/2020

Elk Rapids District Library Board of Trustees

August 13, 2020 Meeting held via ZOOM

1. Call to Order: by President Barb Johnson at 5:00pm

Members Present: Diane Geddes, Dick Hults, Barb Johnson, Julia Pollister Amos, Chuck Schuler, Karen Simpson, Jane Stauffer, Tom Stephenson and Director Nannette Miller.

Since it was a ZOOM meeting it was difficult to tell who else was attending. Alice Rubert attended and was representing the Friends.

2. Approval of Agenda: Simpson asked to remove item 8b - Committee Requirements because we haven't discussed it before, and wanted to add that we need to approve spending money to hire a recording secretary. Moved by Simpson, Seconded by Pollister Amos to approve the Agenda as amended. Passed unanimously

3. Public Comment: Diane Richter shared that she felt it was disrespectful that she was not allowed to speak at the August 5th meeting and she also shared that she felt that having everyone agree on things all of the time did not create a good dialog of ideas.

4. Approval of minutes: Re: July 9th minutes, Simpson asked to correct of the word minus to minutes under item 14. Board Comments, she also noted that nearly 2 pages of the minutes were word for word public comments. Johnson agreed and said we don't want detailed minutes. Stauffer noted that the date on the minutes was incorrectly dated June 11, 2020 and should be corrected to July 9,2020. Miller requested that under item 12 c Personnel Matter NA should be corrected to Withdrawn. Noted that there was no #9 and no #11. Motion by Simpson, seconded by Geddes that the July 9th minutes be approved as amended. Passed unanimously. Pollister Amos asked for correction for the August 5,2020 minutes, on the notation in red as questioned to read "Barb Johnson read an email from Diane Geddes that said that the Board should speak with one voice." Stauffer asked if a work session required minutes, Pollister Amos replied that the Board is required to have minutes for any meetings. Johnson said she got an email from Clare Membiela, the Library Law Specialist at the Library of Michigan, that says that any public body that meets with a quorum has to have minutes recorded. Motion by Simpson seconded by Stephenson to approve August 5,2020 minutes as corrected. Passed unanimously.

5. Treasurer's Report and Approval of Bills: Simpson moved, Stauffer seconded that the reports be accepted as presented. Miller pointed to reports on the Expansion account. Monthly profit and loss and a balance sheet as of the date it was run are provided and they will

be in future monthly meeting packets. Roll Call vote: Geddes, yes; Hults, yes; Johnson, yes; Pollister Amos, yes; Schuler, yes; Simpson, yes; Stauffer, yes; Stephenson, yes. Passed unanimously.

6. Guest Speaker: Dr. Michael Stephens, teaches virtually as Associate Professor at San Jose State University focusing on library service and speaks internationally. Simpson introduced him as a friend of the Capital Campaign Committee who also presented at the Gala last year. A copy of the chapter "Growing Our Libraries" from his book Whole Hearted Librarianship was in our board packets. He was unable to share his slides and said he would email them to us, he will also email a pdf that has all of the information he shared. He shared ideas on how libraries have responded during Covid-19. He shared many great ideas, some of which our library is currently doing. Dr Stephens shared that "students don't need to know how to do it all, they just need to know where to look for how to do it." During questions, Simpson asked what changes he has made to his teaching curriculum because of Covid, he responded that it was "in the works" and Geddes asked if he would come back to talk about which of his "Covid-caused change ideas" were implemented. Simpson also asked how the library could be even more helpful to the home school pods. Dr Stephens answered that things as things are changing we need to be ready to adapt. Barb Termatt shared her experience with the STEM program which our library and several others offer. Dr. Stephens was excited to hear how successful STEM was. Note: As of this date, we have not received Dr Stephens pdf or power point slides.

7. Correspondence: A letter was received from Tom McMullen - Hults stated that we should spend time discussing this donor's concerns.

8. Old Business:

a. Refund procedure Miller presented the suggested refund procedure that she and Laura Savoie created. They need answers to two questions. Who will write letter that accompanies refund? And does the Board want to approve each refund? Board President will write the letter. Discussion ensued. Moved by Simpson seconded by Geddes that the board does not have to approve any refund requests. Roll Call vote: Geddes, yes; Hults, no; Johnson, yes; Pollister Amos, no; Schuler, yes; Simpson, yes; Stauffer, yes; Stephenson, yes. Motion passed. Simpson moved Stauffer, seconded to accept the Capital Campaign Donation Refund Request Procedure and modified Donor Request Form (modify only by adding the word "by" to approved line) Passed unanimously

9. New Business

a. Standing Financial Committee Attorney Michael Blum recommended having a standing committee for anything involving money. Johnson appointed Miller, Stauffer and Geddes to this committee. Will go over budget and any budget amendments throughout the

Approved 09/10/2020

year so that Miller has backup. Stauffer moved Stephenson seconded to make this a standing committee. Passed unanimously.

b. Bill Paying and Financial Reports - concern is that bills are approved after they are paid. Both Milton Township and Elk Rapids Township have highly recommended that we change our procedures to approve bills before they are paid. Pollister Amos moved Simpson seconded a motion that the Financial Committee will come up with a procedure to have the bills (other than utilities) approved by the board before they are paid. Passed unanimously.

c. Review Millage - Form L4029 Miller reported that in 2019 millage was 6 with the Headlee roll back it went to 05.115. Millage rate for 2020 will be 05.069 levied December 1 if we approve it. Hults pointed out that the overall valuation for Elk Rapids Township has increased. Geddes moved Hults seconded , that we collect 05.069 for 2020 millage. Passed unanimously.

d. Review Director Evaluation Process - Stauffer stated that the prior personnel committee talked about changing the director evaluation but it didn't get completed, and it was too late in the year to make changes since it would be unfair, so the evaluation will be the same as last year. Personnel committee will work on changes for the next year.

e. Elect Secretary - Johnson reported that it had been recommended that we have a Recording Secretary since a member of the board has a difficult time participating in the meeting while taking notes for minutes. Simpson shared that other Boards follow this process, copies were in our packet from the Michigan Public Library Manual that recommend this. Simpson moved Geddes seconded that we hire a Recording Secretary at \$25.00 per hour to take minutes at monthly meetings. Roll Call Vote: Geddes, yes; Hults, yes; Johnson, yes; Pollister Amos, yes; Schuler, yes; Simpson, yes; Stauffer, yes; Stephenson, yes. Passed unanimously. Motion by Schuler seconded by Stephenson to elect Pollister Amos as Secretary. Passed unanimously.

f. Committee appointments - Johnson appointed Stephenson to Strategic Planning committee and Pollister Amos to the Personnel Committee.

10. Directors report - Stauffer asked when the library would be going back to appointments. Other libraries that are larger and have room for social distancing can open sooner. With recent further restriction in our area it seemed logical to wait until things start to move forward again instead of backward.

11. Friends Report: Alice Rubert reported that treasurer CPA Rudolf told them they need an audit done when they raise over \$500k. Friends plan to have Kammermann & Bascom audit their funds. Hults asked and Miller confirmed that the Kammermann & Bascom audit included

Approved 09/10/2020

the Capital Campaign funds, but the Friends are a 501(c)3 so they still have to have their own audit. The Capital Campaign Committee will pay for the Friends audit.

12. Standing Committee reports:

a. Personnel Committee - Stauffer, Schuler, Pollister Amos - will be working on evaluation for 2021

13. Ad Hoc Committee Reports

a. Strategic Plan - Simpson, Miller, Stephenson - Stephenson has talked with Aaron Hill and will be working with him on resources we can share to become a technology center for the community, Simpson reported that they met to update the strategic plan and may be assigning members to specific goals/tasks. Board will have an updated strategic plan to discuss next month.

b. Capital Campaign - Simpson supplied a copy of the survey results which she reported were positive. Several events are in the works for this fall.

c. Building Committee - Hults, Schuler, Miller - still no cooperation from the village in getting the Operating Agreement on their agenda. Hults and Schuler will go together and ask again.

14. Board Comments: Schuler wants us to have a 6:30 deadline for the meeting Geddes welcomed Tom Stephenson. She also suggested that we send a letter to Mr McMullen thanking him for his concerns and suggestions. Simpson reported that she already spoken with McMullen about his concerns.

15. Adjourned On a motion by Schuler seconded by Hults that passed unanimously we adjourned at 6:39pm

Respectfully,

Julia Pollister Amos

Question - Should the millage approval have been done on a roll call vote since it deals with \$?