

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees
August 11, 2016

1) The regular monthly meeting of the Elk Rapids District Library Board of Trustees was called to order by Vice President Thom Yocum at 4:32 PM.

Members Present: Barb Johnson, Jane Lund, Judy Passon, Thom Yocum, Diane Geddes and Nannette Miller, Library Director.

Members Absent: Ellen Welch, John Ferguson, and Tom Vranich

Also Present: Sharon Bacon, Sue Calkins, and Martha Scarborough

2) Approval of Agenda

M/S by Geddes/Johnson to approve the agenda. **Approved.**

3) Approval of Minutes

M/S by Geddes/Johnson to approve the July 14, 2016 minutes. **Approved.**

4) Public Comment and/or Slated Petitioner Request (Five-minute time limit for agenda or non-agenda items)

None

5) Treasurers Report and Approval of Bills

M/S by Johnson/Lund to approve 35 checks numbered 26804-26838 written in July against the General Fund. One ETF to the IRS, and three debits for a total of 28 automatic payroll deductions were also made in July from the General Fund.

Approved.

Nannette gave update on tax overpayment of approximately \$362. Auditors strongly recommended that we not file form 990 to request a refund or the library would have to continue filing that form in the future. Edward Jones will try to obtain the refund from the IRS for us, as they charged us for the tax in error.

6) Correspondence:

None

7) Director's Report:

The Summer Reading Program was a huge success, with over 496 kids and 174 adults at the programs. The kids read over 400 books and the preschoolers enjoyed 70 hours of reading or being read to. The Junior Knight and Princess Quest also had a large attendance and 374 people came into the Library that day (when the library was only open until 5:00pm).

Parking continues to be a problem. Nick is working on setting up a camera to record the parking lot usage.

Circulation statistics went down in July, but library visits were high at 6,854. Nannette will compile historical statistics on library visits in the future, along with circulation statistics as patrons come to the library to use the computers, wi-fi, book sale, book clubs, programs, and classes in addition to checking out books.

8) Committee Reports

a. Policy: The Circulation Policy was rewritten to allow free library cards to residents or property owners in Antrim, Kalkaska or Grand Traverse Counties. A card may be obtained by non-residents for a fee of \$40.00 per year, available on a quarterly basis. A vote will take place at the September meeting on the new policy. The committee continues to work on the Meeting Room, Internet, Patron Behavior and Trustee Ethics/Code of Conduct Policies. All new or revised policies involving citizens' rights will go to a library attorney for review. The committee will be working on an appeal procedure for any policy infringement issue.

b. Finance: No Report

c. Planning: Several meetings with the architects and community took place this week. 6 building concepts were presented and discussed.

d. Personnel: No Report

9) Friends Report: Sharon Bacon reported that it has been one year since the Friends were incorporated. Book Cellar proceeds have increased slightly this year, from \$9087 to \$9495. Total revenue was \$11,000. This included membership fees from 58 paid members, and \$741 from raffle sales. Response to the new sculpture has been very positive. Payment in full will be made when the sculpture is completed. The Friends voted to set aside \$5000 for the Library Improvement Project. Children's programs, Evenings on River Street, Harbor Days program, and Summer Reading have raised the visibility of the Friends this year. The new officers are Susan Calkins, President, Sharon Bacon Vice President, Judith Lewandowski, Secretary, Nell Lockhart, Treasurer, and Cathy Walle, Fundraising Chair. Cathy's first fundraiser will be the Baffling Bill Dinner and Show for families in September. The Friends' annual report will be e-mailed to all board members.

10) Unfinished Business

a. Building Foundation Damage/Repair

The Village has agreed to do an inspection of the foundation, but this has not occurred yet. Once the hole in the foundation is filled, a mold abatement company will be scheduled. This should be done as soon as possible.

New Business

a. Discussion, Architects' Design Concepts Public Meeting

There was a good presentation by the Village at a special meeting of Council on August 10. They went over the approval process for the Library Improvement Project and the ordinances that will apply to this project. The discussion following the presentation was productive and well received by everyone. The architects' design concepts public meeting will be held tonight at 7:00pm at the Harbor Pavillion.

b. Volunteer Luncheon

The Friends don't feel the need for a volunteer luncheon, but would rather have a dessert and coffee event to include recognition of individual volunteers. It was decided to hold this event in April of next year, as that is Volunteer Month. Jane Lund and Barb Johnson volunteered to be on the committee to plan an event in April.

Board Comments

None

Adjournment

The meeting was adjourned at 5:30PM. The next regular meeting will be held on on September 8, 2016 at 4:30 PM in the library conference room.

Respectfully submitted,

Judy Passon for
Ellen Welch
Recording Secretary

Copies of the approved minutes for the previous month's regular meeting and any special meetings that occurred will be sent to the Village of Elk Rapids and the Townships of Elk Rapids, Milton and Torch Lake.