

Approved 9/12/2019

Elk Rapids District Library Board of Trustees
Meeting Minutes
August 8, 2019

- 1. Call to Order:** The meeting was called to order at 5:10pm by President Barbara Johnson
Members present: Diane Geddes, Thom Yocum, Jane Stauffer, Dick Hults, Chris Weitschat, Barbara Johnson, Chuck Schuler and Director Nannette Miller.
Also present: Susan Calkins representing the Friends and Karen Simpson representing the Capital Campaign.
- 2. Approval of Agenda:** Changes were proposed to the agenda as follows: added f. to new business for Patrons Grievance Policy and g. for Parking. M/S Yocum/Hults to approve agenda with proposed changes. Motion carried.
- 3. Approval of Minutes – June 25, 2019:** Multiple corrections for misspelled words and names. M/S Yocum/Geddes to approve minutes as corrected. Motion carried.
- 4. Treasurer's Report and Approval of Bills:** M/S Weitschat/Yocum to approve checks numbered 27945 through 27961, one electronic funds transfer to the IRS, and two debits for a total of twenty automatic payroll deductions made against the general fund. Roll Call: Weitschat- yes, Yocum- yes, Johnson-yes, Stauffer-yes, Schuler-yes, Hults -yes, Geddes-yes. Motion carried.
- 5. Correspondence:** There was no correspondence .
- 6. Director's Report:** Under "other" Miller was asked to strike out the names of the people issuing the fundraising challenge. They wish to remain anonymous. Aaron Hill is coming back to the library and will be working an average of 30 hours a week. There was a gas leak in the library this week. DTE came out to investigate and K and K fixed it for \$535.00.
- 7. Friends Report:** Calkins reported that they made \$712.00 from the raffle. There is a comedy show on August 22 at Herth. This program is free with a silent auction and pizza, salad and appetizers. This is part of the Happiness Project -Laugh more. Book cellar shelves are bare and more donations of books are needed. They have a place to move to when the library is being renovated and expanded so they can continue to sell books.
- 8. Capital Campaign Committee Report:** Simpson reported that we have 1.5 million dollars so far. There will be an event at the Marina in the picnic area on August 17. There will be a home party on the 21 at Bellingham's. 2 other home parties are scheduled. The Gala is scheduled for September 12 at HERTH. Board members were challenges to each sell 10 tickets. There will be four food stations, live music and a program by Michael Stephens as well as a live and silent auction.

9. **Unfinished Business:**

Meeting Room Policy: Changes were made in the policy as requested last meeting with the addition of the meeting to be finished one quarter hour prior to closing from one half hour. M/S Weitschat/Yocum motion carried.

Friends agreement: Addendum presented. Both original agreement and addendum to be signed by board member also. Strong recommendation again given to friends to have a professional accountant. Friends lawyer is still reviewing agreement. No vote taken.

Personnel matter:Moved to after new business.

10. **New Business:**

Set Millage Rate: New millage rate is 0.5115. M/S Weitschat/Geddes Roll call vote: Weitschat -yes, Johnson -yes, Yocum-yes, Stauffer-yes, Schuler -yes, Hults-yes, Geddes-yes. Motion passed.

Review Director Evaluation Process: The process for evaluating the Director will be reviewed by Weitschat, Stauffer and Schuler.

Change September Meeting Time: Due to the Gala for the Capital Campaign the meeting time for September meeting will be changed to 3:30pm.

New Board Member: Miller reports two possible candidates may be interested in the position. Deborah Fernelius is interested and attended the meeting tonight.

Social Media Policy: Miller reported that we do not have a social media policy and we need one. Capital campaign volunteer is posting on Facebook and conflicting with library posts. She was asked how they can do that? Miller has allowed before. Hurts expressed concerns about other people posting on Library website. Would like items to be sent to Nannette and she will post without editing. Thom, Diane and Nannette will talk with Gera about posting on the website.

Patron Grievance Policy/Procedure: Board received copies of the Patron Grievance Policy. To be voted on at next meeting.

Parking: Johnson asked that we not answer parking questions on Facebook. Also answer any questions regarding parking by stating "the architects are working on it ".

Personnel Matter: Board went into closed session at 6:04 pm, Returned to regular session at 7:00pm

11. **Public Comment:** There was no public comment.

12. **Board Comment:** Board agrees to follow all board policies.

13. **Adjournment:** The meeting adjourned at 7:02 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday September 12, 2019 at 3:30pm in the library meeting room.

Respectfully submitted,

Jane Stauffer