

Elk Rapids District Library Board of Trustees
Meeting Agenda
December 10, 2020
5:00 pm via Zoom

**Elk Rapids District Library is the welcoming heart of the community where all
come to learn, discover, create, and connect.**

1. Call to order
2. Approval of Agenda Roll Call
3. Public Comment - Any citizen who wishes to address the Library Board on a matter may speak at this time. Persons addressing the Board may state their name, address and if applicable, their affiliation. A three-minute limitation applies.
4. Approval of Minutes – November 12 Roll Call
5. Treasurer’s Report and Approval of Bills Roll Call
6. Correspondence
8. Unfinished Business
 - a. Capital Campaign shift to Friends Discussion
 - b. Second audit/review engagement letter Roll Call
9. New Business
 - a. Board member intentions
 - b. Review strategic plan goals progress
 - c. Holiday appreciation – Staff Discussion
 - d. Legal Fees Discussion
 - e.
10. Director’s Report
11. Standing Committee Reports
 - a. Personnel Committee – Pollister Amos, Schuler, Stephenson/Geddes
 - b. Financial Committee – Geddes, Schuler, Miller
12. Ad Hoc Committee Reports
 - a. Strategic Plan Committee – Simpson, Stephenson, Miller
 - b. Capital Campaign Committee – Simpson
 - c. Building Committee – Hults, Schuler, Miller
 - d. Policy Committee – Johnson, Geddes, Miller
13. Friends Report
14. Public Comment – Same rules as previous public comment.
15. Board Comments
16. Adjournment

ERLIB IT is inviting you to a scheduled Zoom meeting.

Topic: ERDL Trustee Board Meeting

Time: Dec 10, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86995359215?pwd=MjnMakMybW9CQUNNQWJHUS93L21wZz09>

Meeting ID: 869 9535 9215

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Elk Rapids District Library Board of Trustees
November 12, 2020 Meeting 5:00pm held via ZOOM

DRAFT

DRAFT

1. Call to Order: By President Barb Johnson at 5:04 pm

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

Also Present: Nannette Miller, Tony Wittbrodt, Jim Janisse, Bill Cooper. This is a meeting conducted on Zoom due to COVID. Zoom shows 33 attendants.

Members absent: None.

2. Approval of Agenda:

Motion to approve the agenda as amended by Schuler/Geddes
Miller requested to add Budget Amendment under New Business

Roll Call:

Johnson: Yes

Pollister Amos: Yes

Hults: Yes

Schuler: Yes

Geddes: Yes

Atkinson: Yes

Simpson: Yes

Stephenson: Yes

Motion carried.

3. Public Comment:

Dianne Richter: The National Christian Foundation was listed as a donor of \$400,000 but this isn't listed any longer. Also, I found out today that the Capital Campaign Committee now has a website of it's own separate from the ERDL. I never heard this discussed at a board meeting so didn't hear that this was approved. Who oversees this? The chamber has been reporting all local board meetings, but the library meetings aren't listed on the chamber notes. Is this an oversight? Since public comment is at the beginning of the meeting I am wondering if the public can also speak when an item comes up on the agenda, I am not clear on that. If not, then maybe consider adding a second public comment at the end of the meeting. For informational purposes because later in the meeting you will be discussing the lease with the Village of Elk Rapids. I don't know if all the board or the public knows about the deed dated 4/29/1948 that deeded the Island property to the Village of Elk Rapids for the use and benefit of the village and it's residents and landowners. If you need a copy of this document I would be happy to provide it.

There is also an ordinance written in 1949 ordinance #65/67 and I recommend you read those documents if you aren't familiar with them.

Jim Janisse: Thanked the board for their time and effort since he, as Village president, appoints board members to this board and he also has the pleasure of being represented by the Township appointees. In that capacity, he was made aware of a situation he needs the board to look into. In doing that this is in relationship to the Elk Rapids Township Board meeting on October 13th, employee Librarian Nannette Miller gave a verbal report to the Elk Rapids Township Board. The meeting was recorded and it's available on the Elk Rapids Township website. In that meeting, your employee, Nannette Miller, said the following: at about 10:30am after she finished her library board update this is a quote: "We are committed as a staff despite an Attorney General investigation, despite bad headlines, rumors, the behavior of some people, we are here as we always have been, to provide the best library service we can to the community and will continue to do that. And I want to thank Elk Rapids for making appointing, sensible, sane, reasonable people to the library board". Shelley Boisvert ends up making a bit of a quip and a joke saying: "I think you went too far". Nannette Miller then quantified her statement by saying "I'm sorry, have you been to our meetings?" That's the end of the statement. I'm requesting that the personnel committee look into the actions of Nannette Miller and do one of the following: 1. present a statement of fact that this happened 2. were the comments within the job description of your employee? If they were end of story. If they weren't, I expect discipline up to and including discharge of Nannette Miller from employment. No board member should ever be spoken of by their employee in official public capacity and retain their employment. Thank you for your attention

4. Approval of Minutes dated October 8, 2020

Motion to approve by Simpson/Stephenson

Roll Call:

Pollister Amos: Yes

Schuler: Yes

Johnson: Yes

Hults: Yes

Geddes: Yes

Stephenson: Yes

Atkinson: Yes

Simpson: Yes

Motion carried.

Minutes of closed session dated October 8, 2020:

Motion to approve by Schuler/Simpson

Roll Call:

Schuler: Yes

Pollister Amos: Yes

Johnson: Yes

Geddes: Yes

Atkinson: Yes

Stephenson: Yes
Simpson: Yes
Hults: Yes
Motion carried.

Approval of special meeting minutes dated October 28, 2020
Motion to approve by Simpson/Schuler

Roll Call:
Schuler: Yes
Pollister Amos: Yes
Johnson: Yes
Geddes: Yes
Atkinson: Yes
Stephenson: Yes
Simpson: Yes
Hults: Yes
Motion carried.

5. Treasurer's Report and Approval of Bills:

Geddes presented the report as provided in the packet.
Motion to approve the reports and bills by Schuler/Stephenson

Roll Call:
Johnson: Yes
Schuler: Yes
Hults: Yes
Geddes: Yes
Pollister Amos: Yes
Simpson: Yes
Atkinson: Yes
Stephenson: Yes
Motion carried

Geddes provided a report of those checks that were not on the previous reports , Pollister Amos went in and approved these

Motion to approve the checks not paid by the time the previous reports were generated by Simpson/Schuler

Roll Call:
Atkinson: Yes
Hults; Yes
Pollister Amos: Yes
Simpson: Yes
Stevenson: Yes
Schuler: Yes
Johnson: Yes
Geddes: Yes

Motion carried.

Geddes provided a report on the expansion account as provided in the packet. Balance in the account is \$1,586,268.38. No checks were written on that account in the last month.

Motion to approve the expansion account report by Schuler/Simpson

Roll Call:

Atkinson: Yes

Hults: Yes

Pollister Amos: Yes

Simpson: Yes

Stephenson: Yes

Schuler: Yes

Johnson: Yes

Geddes: Yes

Motion carried.

6. Correspondence:

None

7. Unfinished Business:

A: Lease agreement: Cooper and Janisse

Johnson reported that statements that we do not have an agreement with the Village are not true. She invited Cooper and Janisse to explain. Jim Janisse gave the background. The library came to the village and asked to do an expansion project. The discussions went back and forth, the primary agreement was that the village would hold the lease and the village's responsibility at that time and any improvements would be done on the library. It was discussed and passed by the village council that the library has the authority to go ahead and expand. The lease would have an amendment that would state that something to the effect that any improvements the library's end of it would be taken care of those expenses. It was assured to us by the Capital Campaign that everything not part of the original agreement would be taken care of. That would involve, heat, lights, everything that was not part of the original building or the original agreement. Since then, Hults contacted me about the lease last January. He was concerned the library didn't have a lease in effect. I told him the understanding of the agreement that the village council had agreed to. I then came to a meeting in front of some of you where Hults had told me and then he would get a lease together and get it to me. Directly after that meeting I contacted Cooper and made sure that he knew that the lease had to come to him at that time. Janisse asked if anyone had questions for him and there were none.

Bill Cooper said following Janisse's instructions, he was presented with a lease in February this year. I ran that lease past the village attorney pointing out several concerns that I had. That draft lease basically rewrote the entire lease for the library and the property. I rejected it openly. At some point, I have met with Hults and Schuler and told them what needed to change and what was originally discussed with the library board. The best thing we can do is come up with an amendment to the current lease that would primarily address the addition and suggested they might even want an extension to the current lease. I was told I would get another lease at some point, it's been somewhere in the neighborhood of two months but I haven't been contacted

about that. I keep hearing stories that I'm unwilling talk or negotiate it. That's not true. I am waiting. I cannot talk if someone doesn't set up a meeting with me. I am currently in isolation for COVID 19. I will be unavailable until around the 18th of November and Village Offices will reopen on the 23rd. After that, I'm happy to talk if someone wants to make an appointment. Honestly, the library board should put together a negotiating team who is willing to sit down and discuss this and hopefully help us reach an agreement going forward on this. I currently don't have that feeling. With that, I am done.

Hults asked to continue the discussion because he had several questions. Hults said he didn't remember any back and forth negotiations. I presented the draft that the library board paid our law firm to create, in hopes we could open the negotiation to find common ground so the library board would have control over the building after we improve the land to the tune of \$4-5 million or whatever it winds up. The total goal, in a nutshell, is to allow the library board to have control over the structure that they improve on the village property and keep it and maintain it within the original grant from the people that granted the land. It's a common business rule that you don't improve someone else's property without an operating agreement to allow you a certain period of time to maintain control over your leasehold improvement. I didn't know, until I did the research, that the village council on January 7, 2019 passed an updated ordinance that had been in place since 1982, and of which section 10.5 states clearly "the council shall have and retain full authority over the affairs of the Island property and nothing contained in this section shall deem as a waiver to relinquish this authority". With that in mind, and unless I can't read sentences correctly, I understand that the village has, and will retain, full authority over the structure and the property. What am I missing here? Someone has to bring me up to speed. Cooper said that is a requirement of the deed and the property being given to the village. The village can negotiate leases, and work with other agencies like a library, in order to use things like the current house, or build an addition, however, we cannot relinquish full authority and if we do that at any point, then the land reverts back to the current heirs of the original landowner. Hults agreed that was very clear. If the library board chooses to spend this money on the property to improve the structure, the village would be in control of the building? Is that correct? Cooper stated that the library would be in control of the expenditures and the construction but the village will have an oversight. The village had to approve the original plan to even allow this to go forward. Hults asked if the library spends XX millions of dollars to improve the property who controls that building over how many years that we negotiate? Cooper said it depends on the lease. Hults stated then it's likely that the library board would want control over the building for a fixed period of time, which is negotiable, before we spend the money on the property. Does that seem practical? Cooper stated that we would have to negotiate exactly what you mean by control. We have to be very careful about the way the deed and the conveyance of that property with how the property is listed and stated, because if we overstep, we could be forced to return that property, it could be taken out of the hands of the village. Hults said this does need to be discussed reasonably between us so that we don't end up spending money on somebody else's property and then when we are all "gone" that someone decides to take control of the property because the library doesn't have a lease that says that they can't. It's just common business sense. That's all I am asking for. Johnson said we knew this belonged to the village, that's why we spent the time getting their permission to do it. We cannot do anything to the property without the village's permission. Hults said we need a term and control defined before we improve this money on someone else's property. I am not

questioning that they control the property, I am just questioning who will control the building for 40-60 years? Schuler said he and Hults talked about this and left that conversation that Hults would take a look at the contract and take out the things he thought would need to be taken out or amended to the present lease and Schuler is still waiting for that. The contract submitted to Jim and Bill was about 15-20 pages and you thought it could be condensed to 2-3 pages just to pick those things that we wanted to have in the contract with the village. I think you and I need to sit down figure out what do we want in the lease. You and I can talk about it and then we can make an appointment with Bill to discuss after November 18th. Hults said he dropped off a highlighted version of our draft proposed lease at Schuler's home that showed the parts that needed to stay. Hults stated that he didn't do any further work since it was going to be in direct violation of an existing village ordinance. Schuler stated that he felt that Hults was saying that the ball game was over. Johnson suggested a meeting between Hults and Schuler and then you can meet with Cooper after the 18th to discuss. Hults stated that if the village is willing to enter into an agreement that gives us control of the structure, we are happy to start negotiations. Johnson asked what Hults meant by "control" of the structure. Hults stated, if we spend \$5 Million on their property that we will have control over the building we improve. It's as simple as that. Hults and Schuler will set up a time to talk and then find a time to talk to Cooper.

B. Library Bill Payment Policy

Miller added Leah Nicholson to the routine monthly bills otherwise she would wait more than a month to get paid.

Motion to approve the bill payment policy with the addition by Schuler/Geddes

Roll Call:

Atkinson: Yes

Hults: Yes

Pollister Amos: Yes

Simpson: Yes

Stephenson: Yes

Schuler: Yes

Johnson: Yes

Geddes: Yes

Motion carried.

Miller will create a color coded policy copy to be included in the Trustee binders.

C. Mediation

Hults said the mediator Johnson found is acceptable but if we are comparing one or two the mediator will explain the engagement of the mediation service and it would be good to have them give us the expectations of mediation, like what are we mediating and what are we trying to solve? Mediators have a set of rules and we have to stay within their guidelines to have any success. All professional mediators have the basic same format. Johnson said she asked Becky if this should be a mediation or a facilitation but she is willing to come and explain it. Johnson said she would talk to us about the differences. Pollister Amos asked if we are hiring her because that requires a vote. Johnson said she would ask if she give the sales pitch for free. We won't vote on it until we hear the sales pitch.

Motion by Hults, seconded by Simpson to have "Becky" (Rebecca Rogan , the Executive Director of *Conflict Resolution Services in Traverse City*) come and talk to us about the mediation/facilitation for free.

Roll Call:

Hults; Yes

Johnson: Yes

Simpson: Yes

Schuler: Yes

Geddes: Yes

Stephenson: Yes

Atkinson: Yes

Pollister Amos: Yes

Motion carried.

D. Audit

Johnson said we talked about an audit. There are two ways to do that. Brad Niergarth said he is here to answer questions for free and is here to clarify the audit procedures we are proposing. Niergarth stated that the library board would like an audit of what's been brought in through the Capital Campaign in the past 2 1/2 years. When I first talked with Barb we thought we would be looking at the ERDL accounts, then we learned about the Friends and considered if that should be included. That's open for discussion if we want to do that. He reviewed the 2020 financial audit, it doesn't include the Friends. It only records the amount when it's received in the Library account. We should look at the bank statements and the donor software package and then reconcile the donations deposited in the Library account and in the Friends account and then verify what has been deposited. Should we report the amounts given by each donor? We suggest we don't do that as it could violate their privacy. We wouldn't be doing a fiscal year, we would just be verifying the capital campaign funds received. If somebody wanted us to look at the pledges we could, and then reconcile those that are held at the Chamber with Ms. Savoie also. I'm here to find out if this will accomplish what you want. In the letter that we sent we list what is called an agreed upon procedure. This is an audit for a specific point in time, not like an annual audit. This would be strictly for the purpose of the campaign funds. Our report would indicate our findings. Johnson said she didn't get the letter of engagement. No one has the letter then. Niergarth discussed what is in the letter and the specifics of what would be reviewed. He stated funds received from the fall of 2018 through November of 2020 would be audited. We would also look at check signing authority as an internal control. We would also include the Donor Perfect and fundraising event proceeds and verify the deposits and transfers. Hults said he thinks you need to make your letter of engagement out to the Friends also. They need an audit turned into the Attorney General's office by January 31, 2021 to maintain their solicitation qualification through the AGs office. This board can't sign for the Friends. Hults said the AG said the Friends have seven months to update their audit statement with the AG. Simpson asked Hults where he got that information and he stated from the AG's office this afternoon. Niergarth said he thinks it's a solicitors general renewal license. But we will look at that. If we do an audit of the Friends, that will be separate and he thought that they discussed it with the Friends interim chair who he thought was Simpson. Johnson stated that Simpson is the interim chair of the campaign committee. The Friends will need to approve this as well. Hults suggested that the

audit that they need could be done at the same time to save costs. Niergarth agreed. Niergarth asked if he should approach the Friends separately? Hults and Atkinson stated that they would like to see the letter of engagement.

Pollister Amos said we haven't voted to hire this firm. We should see the letter of engagement. Hults asked regarding timeframe? Niergarth said they could start later in December. The next meeting is December 10 and we would most likely be making the decision then.

8. New Business:

A. Friends presentation

Tony Wittbrodt spoke as a representative of The Friends of the Library, he is secretary and they currently don't have a President or Vice President. The treasurer is Rex Rudolph CPA. We have our next meeting Nov. 23rd. Regarding an audit, our board will approve the audit because it is something that we have to have done per our bylaws on an annual basis. Niergarth should contact me since I am carrying the ball for the Friends board. Additionally regarding what Janisse brought up and some conversation has been put out in the public regarding the Friends, the library director sent an email to the Friends along with letters from the AG's office. The first letter was dated Oct 8, 2020 indicating that the AG found out we had our 501(c)3 exemption not in place. Rudolf got our exemption renewed and per a letter from the IRS dated Aug 8, 2019 the effective date of exemption is they approved the request for reinstatement under the revenue procedure act 2014.11 . Your effective date of exemption is June 11, 2019. Since that date we have had our 501(c)3 status. That should put to rest anything at all regarding whether the Capital Campaign can solicit donations. Additionally the other letter from the AG on Oct. 16, 2020 that was attached to the directors email to the Friends stated that they received a complaint regarding your organization and asking for a detailed response addressing each specific concern. I didn't get the complaint that was attached. I think everyone knows, all of the communications directed to the Friends goes to PO Box 337 and I believe this is the library director. The Friends doesn't get the communications. It goes through , according to the bylaws, the library director. So when I got this attached letter from the library director, I immediately called the AG, Cassie Beebe about the contents of this letter on Nov. 4th. She said there is no pending complaint against the Friends of the Elk Rapids District Library Board. Also, she said they are still deciding if there was ever an actual complaint lodged. She said, under the Charitable Trust Division which she heads up, there was never been a complaint issued against the Friends of the Library Board. We've had our tax exempt status so to say we don't have it is wrong. I'm not an adversary. I will bring this info to the board. The Friends doesn't have money. In a nutshell, we are Friends of your board, and we will do what we can to improve the library.

Hults said he will meet with Wittbrodt after the meeting and he has evidence of a complaint and a complaint number. Wittbrodt said he'd like to take a look at that letter. Hults said he'd like to see a release for that complaint. Wittbrodt hasn't see a response yet. Hults will get the information to Wittbrodt.

Simpson said she's been having conversations with Wittbrodt , looking for documents etc, and they also talked about possibly moving the Capital Campaign to the Friends and she was wondering if the board would approve looking at that possibility.

Wittbrodt said he's not sure his board would agree to that, but he would bring the idea to his board at their next meeting on the 23rd. Simpson agreed that it would have to be approved by both the Friends and the Library board. Hults asked for clarification, Simpson stated she is suggesting moving the Capital Campaign to the Friends because we need to collaborate much better than we have in the past.

Motion by Simpson/Geddes to pursue with the Friends, looking at moving the Capital Campaign to the Friends organization.

Hults said this needs to be thought about before we just suddenly move the Capital Campaign Committee to the Friends. We need to do a little research, the Friends need to discuss this, and I think this needs to be tabled and thought about a bit and then discussed at the December meeting. These quick and sudden moves make him nervous. Simpson clarified that this was just a motion to approve that we pursue looking at it. We would have to bring it back anyway. Hults then stated that if we are just looking at it he's good. Atkinson asked if when Simpson got info could she send it along so we aren't hit cold with it at a meeting. Simpson stated that if the Friends approve the idea at their meeting on the 23rd then she would pursue the idea further. Atkinson would like to know the pros and cons.

Roll call:

Johnson: Yes

Pollister Amos: No

Hults: Yes

Schuler: Yes

Geddes: Yes

Simpson: Yes

Atkinson: Yes

Stephenson: Yes

Motion carried.

Niergarth said he will be in touch with Wittbrodt and Rudolf about an audit proposal and stated that he did notice that on the form that he got from the AG office, and forwarded to Johnson, it shows that the Friends year end was June 30, 2019 and the last form filed was a 990 so it looks like their fiscal year would be for the year end June 30, 2020 and that's when they would need the audit. There's an annual tax form that would need to be filed, a form 990. Wittbrodt agreed. Simpson pointed out that the Friends changed their year end to the end of February. Wittbrodt stated that he and Rudolf have talked about whether or not the Friends should change it back to fiscal year ending in June, so that may be discussed at the Friends next meeting as well. Niergarth reminded that would need to be changed with the IRS as well. Niergarth also stated that he saw Laura Shumate listed on the participant list for this Zoom call and asked if she was on the Library Board and was told that she was not, she is on the Village council.

B. Move budget hearing to January 19th

Johnson stated that she isn't here in February and thinks it's best to do it when she is here.

Geddes stated that it was done in February last year and it went very well. Geddes said moving it involves other complications. Hults stated that he could do a Zoom meeting in January but won't be able to attend if it's in person. Miller stated that currently Zoom voting is allowed through

the end of the year but that may change, as of now you can't vote if you are participating remotely after December 31, 2020 unless you are participating that way because of a health issue. If they extend it that could change. Pollister Amos recommended listening to our treasurer (Geddes). Geddes said it should stay in February and Schuler , Stephenson, Pollister Amos and Atkinson agreed.

C. Covid Policy

Geddes said there is no policy on how to operate the library in case Miller isn't available or is in quarantine. A plan should be created to keep the library operating smoothly not just for Covid but for any situation that would cause Miller to be absent. Geddes stated that we need to develop a plan on how to operate the library in the absence of the director whether it's now or in 10 years. Simpson , Hults , Schuler , Pollister Amos, Atkinson & Stephenson agreed. Simpson asked how this should be done. Geddes suggested the personnel committee handle it. Pollister Amos stated that Miller should come up with a suggestion on how to handle. it, she should start the process. Geddes stated that Miller should be involved and we couldn't formulate a plan without her. Miller said she is updating a binder that explains what she does. She has taught two people how to do payroll. She will continue work on it a plan for emergencies so that someone could take over.

Miller said the library of Michigan sent out new emergency rules for MIOSHA and they require plans in place to ensure workplace safety. We need a remote work policy. The rest is pretty much covered in our reopening plan. Miller suggested that in our emergency policy we should insert a pandemic plan. In the event of a pandemic, we follow the state and local and federal guidelines. Right now the rules change all the time. The other concern is I don't want people to come to work if they don't feel safe. Covid is really exploding in our area and I would like to come up with a plan for staff that doesn't feel safe at work. Perhaps we could lay them off? Miller will start working on these things and will use the assets from the Co-op to help develop a plan. Simpson asked if Miller was suggesting amending our disaster policy. Miller stated that it needs to be reviewed anyway since it has been five years since it was last done. We no longer have a policy committee to start looking at these things that we now have to have. Johnson stated that if an employee was out because of Covid they should have to bring in a clearance letter before they come back. Miller pointed out that you can have that if you tested positive, but if you are out because of possible exposure, or you traveled etc. you can't get one. Simpson suggested getting a committee together to look at the possible policy revisions. Johnson and Geddes volunteered to be on this Ad Hoc policy committee. Hults asked if any employees have said they are afraid to come to work. Miller stated no, but one employee did not come back to work in February. She stated that the staff have a high level of trust among them that they are all careful in both their personal and professional lives.

D. Budget Amendment:

Miller discussed the budget information that was emailed to the board pointing out that the Professional/Contractual account was over by \$4,000.00, so she added \$11,500.00 to that line item. Software was over a little so she added another \$1,000.00. Those line items were moved from contingency leaving \$5,100.00 in contingency. Hults asked regarding potential legal fees. Do you have a projected legal bills? Miller stated that right now we are spending about \$1,000.00 per month and that might go up. Hults stated that he felt the last invoice from the

attorney was conservative and they are being lenient in their billing. Miller reminded him that we haven't seen October yet. Miller also stated that she added the cost for the recording secretary to the proposed budget because in our original budget, we hadn't decided to hire one either. She stated that we also don't know what the audit cost may be. Johnson stated that she would send the engagement letter to all board members.

Motion to amend the budget as presented by Simpson/Stephenson

Roll call:

Schuler: Yes

Pollister Amos: Yes

Johnson: Yes

Geddes: Yes

Atkinson: Yes

Stephenson: Yes

Simpson: Yes

Hults: Yes

Motion carried.

9. Director's Report

As presented by Miller

Our original plan was to fully reopen on Nov. 2nd and we scrapped that idea. We planned to extend the time people would be allowed to use the computer or work on the porch or visit the book cellar ; now we are second guessing things. We'll keep doing that until we decide that we need to close or scale it back. 250 people visited by appointment in October. We will try to stay open one evening per week and see if there is a demand. The tech help will be by appointment. Adding new programs and videos to our YouTube on a regular basis. We purchased a new tablet, lighting and accessories for doing the programs. We will closed from 4pm the 25th and remain closed until the 30th for Thanksgiving. We will decorate for Christmas as usual but will not be inviting the board to join us because of Covid. The updated strategic plan is included in the packet showing what the staff has done to meet their goals and objectives. The staff is meeting the objectives we can given the vastly changed circumstances.

Hults , Stephenson and others thanked Miller and the staff for doing an outstanding job during this rough period.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Schuler, Stephenson

Pollister Amos reminded that director evaluations are due by the December meeting. She also reminded that we have a grievance policy. When someone wants to file a grievance or complaint, they are supposed to fill the grievance form out and then Miller will try to resolve it . The form asks for specific things that people have done wrong and if Miller cannot resolve it, then that person has the option to send it to the board for resolution. People are not using that. You just heard Mr Janisse, he has a complaint, then he should fill out the form, meet with Miller , if she can't resolve it then he checks the box asking it to come to the board.

A letter of complaint was received from Ms. Savoie . In my opinion, her letter was a complaint about members of the board as much as it was about the director specifically. The grievance procedure wasn't followed. If the form had been completed, the complaint would have been put on the agenda. We haven't done anything with the letter from Ms. Savoie at this point in time. I cannot pursue it until another person is added to the personnel committee. We would need a third person appointed as there would be a conflict of interest as Savoie is married to Stephenson. Stephenson agreed that he would have to recuse himself. Johnson said she will be on the personnel committee while Stephenson is recusing himself. Pollister Amos said she believes this is a bad idea, after just being the person who escorted the director out of the library I think there is too much personal tension between the two of you. Atkinson agreed with Pollister Amos. Atkinson asked Geddes to be on it temporarily if she is willing. Johnson said : according the bylaws article 7 she can appoint herself to a committee so that's what I am going to do. Pollister Amos stated that she was not saying the Johnson couldn't appoint herself but that she shouldn't and she would be happy if Geddes would do it.

Hults said to Johnson, you can do whatever you want to do as you have proven to us. But, in the will of good cooperation and getting along together there should be a representative from each of the municipalities. There is not good will here. Someone more neutral should do this. Geddes said she would serve if Barb decides not to. Atkinson thought that Geddes would be more neutral.

Pollister Amos asked Johnson to appoint Geddes to the personnel committee to handle this one complaint. Stephenson stated that he thought Geddes would be a good replacement for him.

Johnson asked Geddes if she was sure she wanted to service and Geddes said yes. Johnson said Geddes may do it. Pollister Amos confirmed that she will contact Geddes. She also stated that we should be using our policies. The grievance policy is not that old, it was adopted in October of 2019.

B. Financial Committee: Geddes, Schuler, Miller
Geddes said she will set up a budget meeting.

11. Ad Hoc Committee Reports

A. Strategic Plan Committee: Simpson, Miller, Stephenson

Stephenson said he's working with the communication team, they are lining up the article with Aaron (Hill) . We are promoting this with Munson, they wanted to put their logo on one. Miller stated one hotspot has been checked out for Tele-Health appointment already. Stephenson said that the Luther library will be reaching out to Hill too to see what we use for a policy. Stephenson is sharing the idea around the country.

B. Capital Campaign Committee:

Simpson said we had sort of a meeting, but it was concerned citizens who asked to get together. I will write up minutes and have them to you by Monday. We talked about the issues with the Friends. Wittbrodt was there and he has had to spend a lot of time to deal with this and get the answers he needed. She and a few others attended Milton and ER Township meetings. Someone from the capital campaign will attend these meetings going forward so we can make sure we can

get good communication to them. Short's finalized their numbers from this summer , they were giving us \$1.00 for each Local's Light that they sold, and they sold 3140 Local's Lights. So, we will get this amount of money them. They would like to do something with us going forward when their new space is ready in December. We will be doing a virtual year-end giving emails/letters. She asked for approval for \$1,000 for printing and postage for these letters. Last year we spent \$2,000.00 - \$2,500.00 for this and raised, \$72,000.00.

Motion to approve \$1,000 from the Capital Campaign for printing and postage for year-end letters by Atkinson/Hults.

Roll Call:

Simpson: Yes

Stephenson: Yes

Schuler: Yes

Pollister Amos; Yes

Johnson: Yes

Hults: Yes

Atkinson: Yes

Geddes: Yes

Motion carried

Simpson said Schuler will be the liaison for the Capital Campaign.

Dianne Richter asked if she could ask a question and Johnson said yes.

Dianne Richter asked if the Capital Campaign meeting that Simpson just spoke about was noticed so that the public could attend the meeting because at previous meetings you said that all the meetings needed to be posted for the public. Simpson said we will take minutes but we won't post it. It wasn't really a Capital Campaign meeting it was actually called/ asked concerned citizens who wanted to meet with us so we did meet with them. There were five or six people. Richter stated those meetings should be public and should be posted. Johnson said not more than three board members were there. Richter said then we don't need minutes. Simpson then stated that they decided to do minutes. Richter asked when the next meeting would be. Simpson stated she didn't know.

C. Building Committee: Hults, Schuler, Miller

No report

12. Board Comments

Pollister Amos stated that she voted no on the one motion because she doesn't like being hit with things that we haven't been given a heads up about. Items to be discussed should be on the agenda so that we can be prepared. Schuler said you don't have to justify those things.

Hults said he'd like to thank Simpson for taking minutes for the Capital Campaign meetings. It's a great idea to send reps to the townships. He did research and the Dodge Construction Review posted an increase in construction costs 7-8%. We are \$300,000 behind where we were last year at this time.

Geddes said she listened to the Milton Township board meeting and she was impressed with Atkinson's comments and Simpson's comments. I hope they will continue to do that.

Miller asked if any board members are taking advantage of the trustee training? Simpson and Pollister Amos did. Pollister Amos said she found it useful.

13. Adjournment

Motion to adjourn by Schuler/Hults at 6:58pm.

Adjourned by order of the chair.

Respectfully,
Julia Pollister Amos
Secretary

LibBdMin11.12.20DRAFT

Minutes: Capital Campaign Committee, Zoom meeting

Wednesday, October 28th, 2020

Attendees: Karen Simpson, Rick Bellingham, Laura Savoie, Chuck Schuler, Tom Vranich

Other supporters were in attendance.

Introductions:

Chuck Schuler has agreed to be our liaison at this time.

Issues with Friends and Board:

Update from Karen and Laura as to where we are with resolution to the issues that have been brought up by Gabby Hill and Nannette Miller. The Letter to the AG was discussed so that all were brought up to speed. Attendees had listened to the audio of the Elk Rapids Township meeting and expressed concern for statements, misinformation and insinuations made by Gabby Hill. Karen told committee that Gabby Hill resigned from the Friends on Sunday and that the Board was meeting that afternoon to discuss having an audit done of the Friends, Expansion Fund and to reconcile with the CC. Two Board members sent emails to the Board stating that they are against an audit.

Gabby Hill and Nannette are in possession of or have knowledge of two letters that supposedly detail an issue with the 501c3 and other claims but neither the Friends Board nor the Library Board have these letters, nor are we aware that these issues are being addressed. Gabby is supposed to turn over the letters to Tony Wittbrodt. When Tony gets them, he will address them immediately.

Action:

1. If an audit is accomplished, there will hopefully be recommendations for the three groups. These must be addressed immediately.
2. PR/Marketing for Year End giving
3. Friends relationship building
4. Attend meetings of all three entities
5. Rectify issues, if any, with the 501c3
6. Rebuild the CCC back to original size and strength with expertise in all areas needed
7. Consider a Friends collaboration now that Gabby has resigned. Ask Board to approve investigation of what that would look like. Friends Board would need to approve as well.

Questions asked:

1. How long will it take to get audit recommendations?
2. Why were the letters kept from the Friends and Board? Why were they not addressed?

Comments:

This should be the Board's top priority. Why are these issues not addressed?

The Campaign needs to get all the information so that we can move forward.

Now that Gabby has resigned, the Friends can get back to being the Friends and we can restore our relationship.

TREASURER'S REPORT
Elk Rapids District Library
NOVEMBER 2020
FY 2020-2021

Date of Report: December 7, 2020
Meeting Date: December 10, 2020

Attached are copies of the following reports for November 2020:

1. General Fund Budget Report through the end of November 2020
2. General Fund Transaction Detail by Date Report
3. Budget vs. Actual Report
4. Balance Sheet

The **Transaction Detail by Date Report** shows checks numbered 28344 through 28364 written in November against the **General Fund**. These 21 checks require Board approval of payments already made. One electronic funds transfer to the IRS and two debits for a total of 20 automatic payroll deductions were also made in November from the General Fund.

The **Balance Sheet** report shows ERDL assets totaling \$642,787.13 as of November 30, 2020.

Diane A. Geddes
Treasurer

Treasurer's Report

ACCOUNT NUMBER AND NAME	Note	NOVEMBER ACTIVITY	TOTAL YTD ACTUAL	APPROVED BUDGET	CURRENT DIFFERENCE
Elk Rapids District Library					
Fiscal Year 2020-2021 through Oct. 31, 2020					
Based on .5115 through Nov. 30, 2020					
Meeting Date: Dec. 7, 2020					
Report Date: Dec. 10, 2020					
Income					
101-402 Millage					
101-403 E.R. Township			\$ 42,143.39	\$ 139,741.00	\$ 97,597.61
101-404 Milton Township			\$ 11,973.91	\$ 177,590.00	\$ 165,616.09
101-405 Torch Lake Township			\$ 3,500.00	\$ 3,500.00	\$ -
101-575 State Aid			\$ 4,348.78	\$ 4,000.00	\$ (348.78)
101-600 Copy Fees		\$ 12.00	\$ 123.00	\$ 1,200.00	\$ 1,077.00
101-655 Book Fines/Fees		\$ 30.00	\$ 315.49	\$ 800.00	\$ 484.51
101-656 Penal Fines			\$ 13,285.69	\$ 13,000.00	\$ (285.69)
101-657 Non-Resident Fees			\$ 30.00	\$ 350.00	\$ 320.00
101-664 Interest		\$ 4.36	\$ 123.17	\$ 150.00	\$ 26.83
101-671 Donations					
101-674 General Use			123.173148.49		#VALUE!
101-675 Desig. Donations					\$ -
101-676 Reimbursements				\$ -	\$ -
101-677 Grants			\$ 3,316.58	\$ 2,900.00	\$ (416.58)
101-678 Trans. From Heffer					\$ -
101-696 Miscellaneous	a/	\$ 160.80	\$ 672.80		
a/ FOIA					
TOTAL INCOME		\$ 207.16	\$ 82,981.30	\$ 343,231.00	\$ 260,249.70

Treasurer's Report

ACCOUNT NUMBER AND NAME EXPENSE	See Note	NOVEMBER ACTIVITY	TOTAL YTD ACTUAL	APPROVED BUDGET	CURRENT DIFFERENCE
101-701 Payroll					
101-702 Salaries/Wages			\$ 139,521.00	\$ 199,416.00	\$ 59,895.00
101-703 FICA		\$ 14,213.50	\$ 8,650.30	\$ 12,500.00	\$ 3,849.70
101-704 Medicare		\$ 881.22	\$ 2,023.06	\$ 3,000.00	\$ 976.94
		\$ 206.10			
101-705 Pension		\$ 230.00	\$ 2,300.00	\$ 3,050.00	\$ 750.00
101-706 Health Insurance		\$ 433.80	\$ 2,992.40	\$ 4,200.00	\$ 1,207.60
101-726 Operating Supplies		\$ 280.44	\$ 1,899.29	\$ 7,000.00	\$ 5,100.71
101-727 Software		\$ 115.00	\$ 2,980.95	\$ 3,000.00	\$ 19.05
101-728 Equipment		\$ 184.30	\$ 212.91	\$ 2,000.00	\$ 1,787.09
101-763 Miscellaneous		\$ 4.35	\$ 91.05	\$ 500.00	\$ 408.95
101-801 Professional/Contractual		\$ 1,445.00	\$ 12,675.90	\$ 20,000.00	\$ 7,324.10
101-851 Insurance			\$ 3,279.00	\$ 3,500.00	\$ 221.00
101-860 Mileage				\$ 1,500.00	\$ 1,500.00
101-871 Worker's Comp.			\$ 440.00	\$ 700.00	\$ 260.00
101-900 Postage			\$ 129.21	\$ 200.00	\$ 70.79
101-901 Publicity				\$ 1,000.00	\$ 1,000.00
101-901 Publicity-Other					
Utilities					
101-921 Electricity			\$ 1,657.22	\$ 3,000.00	\$ 1,342.78
101-922 Water		\$ 83.32	\$ 722.83	\$ 1,600.00	\$ 877.17
101-923 Natural Gas		\$ 188.12	\$ 1,318.55	\$ 2,900.00	\$ 1,581.45
101-924 Internet/Telephone			\$ 2,936.58	\$ 5,000.00	\$ 2,063.42
101-930 Building Facilities		\$ 500.00	\$ 6,196.66	\$ 15,000.00	\$ 8,803.34

Treasurer's Report

ACCOUNT NUMBER AND NAME	NOVEMBER ACTIVITY	TOTAL YTD ACTUAL	APPROVED BUDGET	CURRENT DIFFERENCE
101-940 Leased Books		\$ 2,318.40	\$ 2,500.00	\$ 181.60
101-942 Copier	\$ 35.53	\$ 335.33	\$ 800.00	\$ 464.67
101-955 Periodicals		\$ 3,561.59	\$ 9,000.00	\$ 5,438.41
101-956 Membership/Dues		\$ 3,401.24	\$ 4,000.00	\$ 598.76
101-957 Programs				
101-958 Youth	\$ 95.69	\$ 128.51	\$ 3,000.00	\$ 2,871.49
101-959 Adult Programs	\$ 7.98	\$ 566.21	\$ 2,500.00	\$ 1,933.79
101-960 Board of Trustees			\$ 500.00	\$ 500.00
101-961 Volunteer			.	\$ -
101-962 Education/Training	\$ 75.00	\$ 395.18	\$ 2,500.00	\$ 2,104.82
101-965 Audio Visual	\$ 29.90	\$ 2,633.56	\$ 3,000.00	\$ 366.44
101-969 E-books			\$ 3,000.00	\$ 3,000.00
101-970 Capital Outlay				
101-971 Books	\$ 2,459.89	\$ 7,310.48	\$ 15,000.00	\$ 7,689.52
101-998 Grant Expense	\$ 1,992.00	\$ 2,800.60	\$ 2,900.00	\$ 99.40
101-999 Contingency			\$ 5,465.00	\$ 5,465.00
Reconciliation Discrepancies				
TOTAL EXPENSES	\$ 23,461.14	\$ 213,478.01	\$ 343,231.00	\$ 129,752.99
Income Over (Under) Expense	\$ (23,253.98)	\$130,496.71)		
2021-9				

Director's Report December 2020

Reopening Plan

- The plan I reported last month of being open by appointment never came to pass due to the uncontrolled spread of Covid-19 in our area, the state, and the entire country. No one is allowed in the building except essential staff, delivery and service people.
- We have transitioned from curbside delivery to lobby pickup. People who drive up here presumably already have on outdoor gear, while the staff would have to wear their boots all day and keep their coats at the circulation desk. People can come in the lobby to pick up their materials, craft bags, free magazines and newspapers, etc.
- MIOSHA requires that we have a Remote Work policy and a Remote Meeting policy as part of our Reopening Plan. I only have one of them so far so will wait and present the Reopening Plan for amendment, including both, in January.

Programs

- We continue to add virtual programs and videos to our YouTube Channel and social media. In November our Facebook posts reached 12,377 with 2,725 engagements. YouTube had 939 views for a total of 73.2 hours. We are killing it on social media!
- In an effort to brighten these literally and figuratively very dark days, we have kicked off **#RaysOfSunshineSparksOfJoy** as our focus for the next several months. This came about because of photos posted on our Facebook page of kids delighted with our November Take & Make craft. We created a positive memory for those kids, and we want to do more of that.
- We have decorated the porch and alcove so people can come look in the windows to see the holiday magic. It's lovely. We will be included in the Elk Rapids Women Holiday Window Night judging.

Building

- We had to replace a thermostat.
- The windows will finally be washed on December 15.

Other

- The Library of Michigan Trustee training that was done in November will be available on the LoM website in January. I encourage all board members to watch the recordings if you didn't attend.
- We will be closed December 24 – 27 and December 31 – January 3 for the holidays.

2020/2021	Circulation by Patron Location							
	ER	MIL	TL	NR	NEW	GT	KAL	TEMP
March	48.7	23.1	8.8	3.6	1.1	12.3	2.3	
April	N/A							
May	N/A							
June	55.3	27.3	6.8	1.3		6.3	1.1	1.6
July	50.9	27.1	8.4	3.2	0.7	6.3	1.2	2.3
August	51.4	28.3	7.4	6.0	N/A	3.8	0.2	2.8
September	47.7	26.1	7.3	8.6	2.1	5.8	1.4	1.1
October	50.0	26.4	9.0	5.6	3.1	5.5	0.0	0.0
November	46.7	26.4	11.1	5.3	1.3	7.1	1.4	0.8
December								
January								
February								
Average								
	Circulation by Material Type (Current month)							
Non Fiction	97							
Fiction	597							
McNaughton	22							
CD	53							
DVD	69							
Large Print	34							
Young Adult	15							
Magazines	79	Digital						
Video	0							
ILL	153							
Internet	516							
Laptops	1							
Overdrive	568							
Hotspot	22							
STEM Kit	0							
RBDigital	15	Streaming						
Total	2,241							

2020/2021	Circulation by Patron Location							
	ER	MIL	TL	NR	NEW	GT	KAL	TEMP
March	48.7	23.1	8.8	3.6	1.1	12.3	2.3	
April	N/A							
May	N/A							
June	55.3	27.3	6.8	1.3		6.3	1.1	1.6
July	50.9	27.1	8.4	3.2	0.7	6.3	1.2	2.3
August	51.4	28.3	7.4	6.0	N/A	3.8	0.2	2.8
September	47.7	26.1	7.3	8.6	2.1	5.8	1.4	1.1
October	50.0	26.4	9.0	5.6	3.1	5.5	0.0	0.0
November	46.7	26.4	11.1	5.3	1.3	7.1	1.4	0.8
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