

APPROVED 01/14/16

**Regular Meeting Minutes  
Elk Rapids District Library Board of Trustees  
December 10, 2015**

President Tom Vranich called the regular monthly meeting of the Elk Rapids District Library Board of Trustees to order at 4:30 PM.

**Members Present:** John Ferguson, Diane Geddes, Barb Johnson, Jane Lund, Tom Vranich, Ellen Welch, Thom Yocum and Nannette Miller, Library Director.

**Members Absent:** Judy Passon

**Also Present:** Susan Calkins - Friends of the Library Representative

**Approval of Agenda**

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

**Approval of Minutes**

M/S by Lund/Johnson to approve the November minutes. **Approved.**

**Public Comment:** None

**Financial Report**

M/S by Welch/Lund to approve checks numbered 26548 - 26579, one ETF and two debits written in November from the General Fund. **Approved.**

**Correspondence:** One thank you was written for a donation to the Library.

**Director's Report:** The Library looks wonderful after all the decorating. The Library will be closed January 4 for a staff in-service day. Nannette visited the Northland Library Cooperative on December 3. Health insurance options are being shared as a decision must be made at this meeting. Interviews for the Program Coordinator will take place next week. Nannette hopes to have the position filled by January. We are on track to begin using Unique Management System in early January.

**Committee Reports**

**Policy:** Meeting date to be set

**Finance:** Meeting date was set

**Building:** Committee met and Thom Yocum will act as the Committee Chair. The approach to writing the RFP and a timetable was discussed.

**Friends of the Library:** Susan Calkins reported the Friends are working on finalizing the 501(C)(3) details.

**Unfinished Business**

**Director Health Insurance:** M/S by Yocum/Johnson to select Option 2 as presented in November 12, 2015 document for a total of \$650.00 per month. **Approved**  
M/S by Yocum/Geddes to provide a vision benefit to the Director to reimburse up to \$400.00 biannually starting January 1, 2016. **Approved**

**Architect Selection Process:** Meeting is next Wednesday, December 16, 2015 at 10:30 AM.

**New Business:** None

**Board Comments:** None

**Adjournment:** The meeting was adjourned at 4:27PM. The next regular meeting will be held on January 14, 2016 at 4:30 PM in the library conference room.

Respectfully submitted,

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.