

**Approved 01/09/2020**

Elk Rapids District Library Board of Trustees  
Board Meeting Minutes  
December 12, 2019

1. **Call to Order:** The meeting was called to order at 3:00 pm by President Barb Johnson.  
Members present: Barb Johnson, Diane Geddes, Jane Stauffer, Dick Hults, Chris Weitschat, Karen Simpson, Chuck Schuler. Director Nannette Miller.  
Members absent: Thom Yocum  
  
Also present: 3 library staff and several community members
2. **Approval of Agenda:** M/S Schuler/Simpson to accept agenda as written, motion carried.
3. **Approval of minutes:**  
November 14, 2019 minutes. M/S Schuler/Geddes to approve minutes as written. Motion carried.
4. **Treasurers report and approval of bills:**  
M/S Simpson/Stauffer to approve checks numbered 28060 through 28091 written in November against the General Fund, one electronic funds transfer to the IRS, 11 electronic funds transfer for staff salaries and two debits for a total of 21 automatic payroll deductions made in November. Role call vote:  
Roll call: Johnson -yes, Simpson-yes, Geddes-yes, Stauffer-yes, Hults-yes, Schuler-yes, Weitschat-yes,. The motion carried.  
M/S Simpson/Hults moved to approve checks 2007 -2008 against the Expansion Fund for November. Donor Perfect and Quickbook balances do not match as year end gifts to the friends have not been deposited.  
Roll call:Johnson-yes, Simpson-yes, Geddes-yes, Stauffer-yes, Hults-yes, Schuler-yes, Weitschat-yes. Motion carried.
5. **Correspondence:** none.
6. **Directors report:** report submitted. No changes. Miller was asked if Aaron can handle tech responsibilities as well as programming. He will have one morning a week for tech. If it becomes too much for him, look at another alternative.
7. **Friends Report:** The Friends have been added to Smile Amazon website. The friends will receive 0.5% on orders from the site. Sip and Support for the Library on December 19 at Cellar 152.
8. **Capital Campaign Committee:** Year end donor letters have brought in \$23,000.00 and have obtained pledges of 50,000 and 100,000 and several smaller pledges. Reminder of Business After Hours today 5 to 7pm at the Library. Dec 19 Sip and Support at Cellar 152. Short's Brewery will hold a summer long program of donating a portion of Locals Light sales at the PullBarn.

**9. Building Committee Report:** Hults has spoken to Scott Hagan of Foster and Swift to get started with the operational lease revision. Should be drawn up in next week or two and will go to Village. Hults will also look closer at Architect's plan to look for economies. Schuler asked for clarification as whether he was appointed to the committee. Hults plans to include him.

**10. Ad Hoc Committee Reports**

- a. **Director contract.** Next step is to contact employment attorney Mike Blum with Foster and Swift.
- b. **CCC Charge.** Committee has not met yet. Planning to next week.
- c. **Strategic Planning Committee.** The committee has put together a packet for the January meeting. They have asked Rick Bellingham to attend. Johnson will talk with Linda Adams about adding him.

**11. Unfinished business:** None

**12. New Business:**

- a. **Architects Report.** Architect Tamara Burns supplied the board with a tentative projected schedule to follow. Discussion followed regarding the schedule and when to start bidding process.
- b. **Meeting with Michael Stephens.** He would like to have an interactive discussion with everyone ( board,staff,friends and public) to discuss what the new library could look like with a bigger broader thought process. Agreed to hold meeting at our May Board Meeting . We will close the library for 2 hours so staff can participate. It will mean an earlier start time of 3:00pm.

**13. Public Comment:** None

**14. Board Comment:** Hults reported he would be gone for January meeting. Johnson will be gone Jan 23 to beginning of March, Stauffer will be gone Feb 1 to 29.

**15. Adjournment:** The meeting was adjourned by Johnson at 3:29 pm. The next meeting of the Elk Rapids District Library will be held on Thursday, January 9, at 5:00 pm at the Government Center, 315 Bridge Street, Elk Rapids.

Respectfully submitted,

Jane Stauffer