

**Elk Rapids District Library Board of Trustees**  
**December 9, 2021, 5:00 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 1.13.22

**1. Call to Order:** By President Tom Stephenson at 5:01 pm

**Members Present:** Liz Atkinson, Tom Stephenson, Chuck Schuler, Karen Simpson, Dick Hults, and Dave Kopkau

Also Present: Director Nannette Miller. This meeting is being held in person at the Elk Rapids Governmental Center. There are 2 people in attendance at the start of the meeting.

Members absent: Pollister Amos, excused

**2. Approval of Agenda:**

**MOTION:** Schuler/Hults to approve the agenda  
Motion carried.

**3. Public Comment:**

No one wished to speak

**4. Trustee Education:**

Board members watched a video on funding for broadband connections for libraries. Discussion about the money coming from the federal government for broadband and how that funding will work.

**5. Consent Agenda**

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

A. Approval of minutes dated November 11, 2021

B. Treasurer's Report and Approval of Bills

C. Building Committee Notes: December 7, 2021

**MOTION:** Schuler/Atkinson to approve the consent agenda items above

Comments: Schuler said the building committee was an excellent meeting.

Roll Call:

Simpson: Yes

Kopkau: Yes

Atkinson: Yes

Schuler: Yes

Hults: Yes  
Motion carried.

## **6. Correspondence:**

Stephenson thanked Barb Johnson for her service as she has resigned. Three requests for refunds have been received for a total of \$16,000. The checks will be going out this week. 40 people out of the 437 that donated have requested refunds. We got a nice thank you card from Marianne Priest in gratitude for the cookies for the staff.

## **7. Unfinished Business:**

### **A. Director Evaluation**

Atkinson is collecting these this evening.

### **B. Capital Campaign Financial Review**

Stephenson said we did get the financial review draft back from DGN accountants. Since it came in late, take your time and review. There is nothing groundbreaking in here. He'd like to see people take it home and look it over. Send questions to the finance committee and then we will review and approve it or amend and approve it.

## **8. New Business:**

### **A. None**

## **9. Director's Report**

As presented by Miller

Dianne DelVecchio is moving out of the area and leaving us at the end of the month. She's been amazing. Ken Bier may be ready to come back part time in January. Update of staff in-service day was very productive. We are offering curb side service again and we are requesting that everyone to wear masks in the building. We discussed the draft employee handbook and one request has been sent to the personnel committee. The Norte interview with Larry Walsh is on YouTube. Update on Thanksgiving Story Time with Miss Sue and Jacqui which is now on YouTube. We are doing community guest story times also and encouraging members of the board to do it. Ed Boettcher came in as Santa Claus and read The Night Before Christmas. We are working on getting MI83 grants. Every county will get money. There were three things you could apply for, and I applied for all three. One is five chrome books. The second was a virtual programming kit. The third was an outdoor program kit. We will see what we get. I also got confirmation from Rotary that our AWE early literacy station was approved, and it's ordered. K&K came in and put the new part on the urinal in the men's restroom and the floor has been completed and it's painted. The women's restroom can be started now that the men's is complete. Update on 30 Days of Thanksgiving. Update on FB statistics. Encouraged everyone to stop in and see the holiday decor. Thank you for all of the wonderful cookies. We will be closed the following days for the holidays: Dec. 24-26, 31. January 1 and 2 for the holidays. The WiFi stays on all the time.

## **10. Standing Committee Reports**

### **A. Personnel Committee: Pollister Amos, Schuler, Atkinson, Miller**

This committee hasn't met yet, but we will have a report next month.

B. Financial Committee: Atkinson, Schuler, Pollister Amos and Miller  
This committee hasn't met, but we will meet to discuss the financial review.

### **11. Ad Hoc Committee Reports**

A. Building Committee: Hults, Schuler, Atkinson, Miller

Notes were included in the packet. We are getting ready to work on the needs assessment and get numbers from three independent firms. We have two and we are looking for a third. Hults and Stephenson will follow up on other potential options. There is no agreement between the Village and the Township at this time and that will be a while in coming.

B. Becky Travis Memorial Project Committee:  
Nothing to report

### **12. Friends Report**

As presented by Camille Campbell

The board met November 22nd via Zoom. Discussion of the funds available approximately \$75,000.00 of which \$50,000.00 are restricted for our pledge for the capital campaign. Ad Hoc committee is working on the investment policy and hope to have it by year end. The Book Cellar is full of donations. We are working on a new brochure. Update on email communication for membership and promotion with Mail Chimp. The fundraising committee is working on an event with Short's called Books and Brew. Ideas of future projects with the Friends and the Library were discussed. The Becky Travis Pavilion, One to One tutoring, a Library of Things and a Story Walk are all being discussed.

### **13. Public Comment: Same rules as previous public comment**

No one wished to speak

### **14. Board Comments:**

Hults said as the year wraps up, he's looking forward to the needs assessment and moving the project along. Hults thanked Stephenson for doing an excellent job of pulling this board together, unifying us and asked him to please consider continuing that work. Atkinson said we are well on our way to a cohesive board with his leadership.

Stephenson wished everyone a safe and happy holiday and he commended the library staff with all they've done during Covid. Stephenson said he's very happy with the board and all the work we've done this year and how we are meeting the community's needs. He is happy that the board supported pursuing a needs assessment with a vote of 6-2. We've had 437 donors and we still have 400 people still supporting the library with their donations.

### **15. Adjournment**

Meeting adjourned by order of the chair at 5:37 pm.

Respectfully,  
Julia Pollister Amos,  
Secretary Elk Rapids District Library Board of Trustees

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