

**Elk Rapids District Library Board of Trustees
Budget Hearing
February 10, 2022, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 3.10.22

Members present: Tom Stephenson, Liz Atkinson, Karen Simpson, Julia Pollister Amos, Dick Hults, Mike Weber. Member absent: Dave Kopkau

There were four audience members at the beginning of the hearing.

1. Open Budget Hearing 2022-2023: Stephenson called the meeting to order at 5:01 pm and opened the budget hearing.
2. Public Comment: None
3. Close Budget Hearing: Budget hearing closed at 5:03 pm.

Elk Rapids District Library Board of Trustees
Regular Meeting
February 10, 2022, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629

Approved 3.10.22

1. Call to Order: By President Tom Stephenson at 5:03 pm

Members Present: Mike Weber, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults. Member absent: Dave Kopkau

Also Present: Director Nannette Miller and FOERDL Liaison Camille Campbell.

This meeting is being held in person at the Elk Rapids Governmental Center. There are 4 people in the audience at the start of the meeting

2. Approval of Agenda:

MOTION: by Pollister Amos/Atkinson to approve the agenda.

Motion carried.

3. Public Comment:

None

4. Trustee Education Video from United for Libraries “Short Takes for Trustees” on Policies:

After viewing the video Pollister Amos suggested reviewing one policy at every meeting to make sure it's up to date, and if not, start work on getting it to where it needs to be. Hults suggested adding this as an agenda item for each meeting. Stephenson agreed.

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. Minutes: January 13, 2022

B. Treasurer's Report and Approval of Bills

C. Personnel Committee Notes: February 3, 2022

D. Finance Committee Notes: February 3, 2022

E. Building Committee Notes: February 8, 2022

F. Becky Travis Memorial Project Committee Notes: January 20, 2022

MOTION: by Atkinson/Hults to approve the consent agenda.

Pollister Amos: Yes

Stephenson: Yes

Hults: Yes

Atkinson: Yes

Kopkau - absent

Weber: Yes

Simpson: Yes

Motion carried

6. Correspondence:

Stephenson has had a few requests for refunds (six) totaling \$17,044. One was from an old Rotary president who asked to put the money to a better use if it was just sitting doing nothing. The letter from Dennis Irelan was read. He pledged to return his gift at a later date.

At the Elk Rapids Village Council meeting on 2.7.22 Tom Stephenson was re-appointed to the Library Board and a new board member; Mike Weber was also appointed. Mike was welcomed by the group.

7. Unfinished Business:

A. Budget FY 2022-2023

Miller discussed the budget and the update that was made from last month. This includes the 6% cost-of-living increase for staff wages, as it did when presented last month. Weber asked how does it compare to last fiscal year's actual expenses? (Since Weber was a brand new appointee, he had not been given the board packet because his erlib@gmail account had not been set up.) He was handed the budget spreadsheets and he will set up his library email account immediately.

MOTION: by Atkinson/Simpson to accept the 2022-2023 budget

Weber: Yes

Pollister Amos: Yes

Simpson: Yes

Stephenson: Yes

Atkinson: Yes

Hults: Yes

Kopkau - absent

Motion carried

B. Capital Campaign Financial Review

Stephenson said we asked for a reduction on the bill, and we got it so it went back to the Finance Committee and they approved it. There was no money missing. Hults asked what total was paid. Miller reported \$18,055.00 was paid (to Dennis Gartland Niergarth CPA firm). Part of that was for the Friends annual review which meant that the Library board paid almost \$13,000.00 for the agreed upon procedures.

MOTION: Pollister Amos/Atkinson to approve the capital campaign financial review

Stephenson: Yes

Atkinson: Yes
 Kopkau - absent
 Weber: Yes
 Pollister Amos: Yes
 Simpson: Yes
 Hults: Yes
 Motion carried.

C. Employee Handbook

Pollister Amos gave an overview of the one change that was made from the document that was provided in last month's packet. Atkinson thanked Pollister Amos for her work on this.

MOTION: by Atkinson/Hults to approve the employee handbook

Atkinson: Yes
 Pollister Amos: Yes
 Hults: Yes
 Stephenson: Yes
 Simpson: Yes
 Weber: Yes
 Kopkau - absent
 Motion carried

Pollister Amos will send this approved employee handbook on to Mike Blum at Foster Swift so that our attorneys have a current copy on file.

8. New Business:

A. Budget FY 2021-2022 Amended

Miller discussed the amendments and reported the estimated income amounts that she plugged in and what is anticipated will be spent for the rest of the fiscal year.

MOTION: by Atkinson/Simpson to accept the amended 2021-2022 budget

Kopkau – absent
 Simpson: Yes
 Weber: Yes
 Pollister Amos: Yes
 Hults: Yes
 Atkinson: Yes
 Stephenson: Yes
 Motion carried.

B. Election of Officers for 2022-2023

Stephenson said the slate of officers would carry over but there is an open spot for Vice President.

Stephenson nominated Hults for Vice President
 Atkinson nominated Stephenson for President
 Pollister Amos nominated Atkinson for Treasurer
 Hults nominated Pollister Amos for Secretary

Stephenson called for a voice vote.

Motion carried.

C. Adopt Annual Calendar

Miller discussed the annual calendar, which is the list of things to do in certain months. This can be reviewed and discussed and approved or reviewed and approved next month. Stephenson stated reviewing the strategic plan date may change based on when we get things approved, likely later on in the summer.

MOTION: by Pollister Amos/Simpson to approve the annual calendar as presented

Hults asked who the current investment officer was – it is Atkinson.

Motion carried.

D. Set Meeting Schedule

Meetings will continue as the second Thursday of each month at 5 pm.

MOTION: by Atkinson/Hults to approve the meeting schedule for 2022-2023

Motion carried.

E. Move Heffer Funds

Miller said there is approximately \$307,000.00 left from the Heffer \$400,000.00 bequest fund. It is currently in Independent Bank and is mixed with donations. We need to move it out of that account because we are going to continue to spend it. Stephenson said if we pull something from the donation account, it looks bad so by separating it, it reduces confusion. The Finance Committee recommended moving the Heffer funds from Independent Bank to the checking account that we already have at Huntington Bank and moving the \$4400.00 that we have at Huntington to the Operating Fund checking account at Fifth Third Bank. Miller reminded that the Heffer funds are unrestricted. That gift did not have any specific things tied to it – it can be used for whatever the board chooses to use it for. She continues that once the Heffer funds and the \$14,004.00 from the Becky Travis Memorial funds are removed from Independent Bank we will have \$579,724.00 of donations left for the expansion. Weber asked about other donations. Board members discussed possibly putting some of the Heffer funds into a CD. Hults asked if there were investment options. Atkinson reminded that these are public funds and investment options are restricted. Board members will watch the CD rates and continue with the discussion.

MOTION: by Atkinson/Pollister Amos to move the current balance at Huntington Bank checking account to 5/3 Bank Operating Account and move the Heffer funds balance from Independent Bank to Huntington Bank checking.

Kopkau - absent

Weber: Yes

Atkinson: Yes

Simpson: Yes

Stephenson: Yes

Pollister Amos: Yes

Hults: Yes

Motion carried.

F. Needs Assessment Proposals

Hults said the Building Committee reviewed three proposals: Midwest Collaborative for Library Services, Avenue ISR and Library Planning Associates. They are recommending Midwest Collaborative and suggest we begin negotiations with them for the Needs Assessment. Cost will be about \$12,000.00 Stephenson discussed a survey and the questions that will be asked. We also looked at kicking this off by April 1st to be able to capture the schools and parents to hit all corners of the district. Beyond that there will be a Value Assessment when we get out into the community and find out what the community wants to do. What are our values? There will be a special meeting set at a later date to make a decision on hiring that firm. Hults reminded that Dan Whisler is planning to attend our March meeting. Stephenson will reach out to Pam Seabolt from MCLS to potentially attend a Zoom meeting with the board to explain it further. Miller reminded that we can't meet via Zoom and do business because the public is unable to attend.

Pollister Amos suggested looking at how to have hybrid meetings with Zoom and in person. Hults pointed out that the village has the equipment. Simpson said perhaps we can use theirs.

Audience: Mary Lobisco said she's concerned about the general public and people who don't have a lot of technology and how will they be able to respond to the survey. Stephenson said there will be paper surveys.

9. Director's Report

As presented by Miller

Miller said staff evaluations are done. There will be a sledding party and she gave an update on the Valentines Boxes. Please bring Valentines to fill these boxes. We are doing snow people for the windows as well as the take and make crafts. We are starting tech help by appointment. Two new sessions of poetry were recorded with Jim Ribby and will be on the YouTube channel. Update on the virtual programming kit and Chrome books. We need to update the board binders which should be done after new members are appointed. Board members should bring their binder to the library and when we have them all, we will update them all.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Miller

Pollister Amos reports that they are working on the goals for the director, and we hope to have something next month. Still waiting for two responses.

B. Financial Committee: Atkinson, Pollister Amos and Miller

Atkinson reported that they met on Feb. 3, 2022. Many of the items have already been discussed during this meeting. Bank signature cards will be updated when all board vacancies are filled.

11. Ad Hoc Committee Reports

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

Hults reported that the report had already been covered by agenda item 8F.

B. Becky Travis Memorial Project Committee: Miller et. al.

The committee met and because of the decision of by the Village Council to sue Elk Rapids Township over the ownership of the island, we decided that we don't want to build anything on

the island because we don't know how long it will be tied up in court. We thought about possibly Grass River Natural Area. Miller discussed it with Jenn Wright who is the director of Grass River. They had a good conversation and a potential idea is being considered. The committee will finalize some details and then move forward. There is \$14,004.00 dollars in the Becky Travis Memorial Fund. There was \$19 thousand but \$5,000.00 was refunded.

12. Friends Report

As presented by Camille Campbell

The friends didn't meet last month, but the finance policy committee has been very busy and we have put together a financial policy to recommend to the Friends board. We are looking forward to a meeting at the end of this month.

13. Public Comment: Same rules as previous public comment

Diane Richter asked if there could be a separate survey from the students. The board said that's a great suggestion.

14. Board Comments:

Board members welcomed new member Mike Weber.

Hults congratulated Stephenson on his reappointment. Pollister Amos said she's very proud of the Village Council and those that voted for him.

Atkinson said it's an honor to work with everyone on this board.

Stephenson thanked Chuck Schuler for his dedicated service.

Stephenson said that ER Schools superintendent Julie Brown would like to come present to the board. We will see if we have time for her to come next month.

15. Adjournment

Meeting adjourned by order of the chair at 6:14 pm.

Respectfully,

Julia Pollister Amos, Secretary Elk Rapids District Library Board