

APPROVED 03/10/2016

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees
February 11, 2016

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: Diane Geddes, Barb Johnson, Judy Passon, Tom Vranich, Ellen Welch and Nannette Miller, Library Director.

Members Absent: John Ferguson, Jane Lund, Thom Yocum

Also Present: Sandi Gray – Friends of the Library Representative

Approval of Agenda

M/S by Johnson/Passon to approve the February agenda. **Approved.**

Approval of Minutes

M/S by Johnson/Geddes to approve the January minutes. **Approved.**

Public Comment and/or Slated Petitioner Request: None

Financial Report

M/S by Welch/Johnson to approve checks numbered 26615 - 26631, 2 debits and one EFT written in January against the General Fund. **Approved.**

Correspondence: Michigan Library Association update and Marcia Price shared info on Walking Trail presented by H2A architects

Director's Report: Staff written evaluations have been completed and Nannette will talk with each staff member about evaluation in the next two weeks. The Loleta Fyan Small and Rural Libraries conference is May 4-6. A Resolution to terminate our Membership in Mid-Michigan Library League is being requested. A request for a Resolution to join the Northland Library Cooperative will be requested later. The Freedom of Information Act Policy has been completed. Board Calendar and annual report to the State have been completed.

Committee Reports

a. Policy: Worked on FOIA Policy and updates on 3 policies

b. Finance: Met and worked on amended and draft budgets

c. Building: No report

d. Personnel: The annual Director evaluation was distributed and discussed.

Recommendations for next year's evaluation were presented. It was recommended that the Personnel Committee be a standing committee.

Friends Report: They are working on developing a logo. There has been consistent income from the Book Cellar. They are looking forward to developing membership forms, etc. for the Friends of the Library.

Unfinished Business

a. Director Evaluation/Salary Adjustment: After discussion - M/S by Geddes/Passon to approve a 3% raise for the Library Director for the 2016-2017 fiscal year.

APPROVED

b. Resolution to withdraw from Mid-Michigan Library League: M/S Johnson/Welch to adopt the Resolution to terminate the library's membership in Mid-Michigan Library League, effective September 30, 2016. **APPROVED**

New Business

a. M/S by Johnson/Passon to accept the amended 2015-2016 Budget. **APPROVED**

b. M/S by Johnson/Passon to approve the 2016-2017 Proposed Budget. **APPROVED**

c. M/S by Welch/Geddes to approve the Freedom of Information Act Policy.

APPROVED

d. M/S by Passon/Geddes to accept slate of officers as presented.

Slate of Officers:

President: Tom Vranich

Vice President: Thom Yocum

Treasurer: Diane Geddes

Secretary: Ellen Welch

APPROVED

e. M/S by Welch/Johnson to approve 2016-2017 Board Calendar as amended.

APPROVED

Board Comments: None

Adjournment

The meeting was adjourned at 5:27 PM. The next regular meeting will be held on March 10, 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.