

APPROVED 03/09/2017

Regular Meeting Minutes  
Elk Rapids District Library  
February 9, 2017

**1. Call to Order**

Vice President Barbara Johnson called the regular monthly meeting of the Elk Rapids District Library Board to order at 4:32 pm. Present were members Diane Geddes, Jane Lund, Judy Passon, Ellen Welch, Nannette Miller, Library Director and Marilyn Cobb representing the Friends. In addition, five interested citizens were in attendance.

**2. Approval of Agenda**

It was requested that agenda numbers 4, 6, 7, 8 and 9 be moved to after agenda number 11.

M/S by Geddes/Passon to approve agenda as amended. **APPROVED**

**3. Approval of Minutes**

M/S by Geddes/Passon to approve January 12, 2017 minutes. **APPROVED**

**5. Treasurer's Report & Approval of Bills**

M/S by Passon/Welch to approve checks up to 27032 with one check voided, one wire transfer to the IRS and one debit made in January from the General Fund. **APPROVED**

**10. Unfinished Business**

*a. Circulation Policy revisions*

M/S by Geddes/Passon to approve the Circulation Policy as presented.

**APPROVED**

**11. New Business**

*a. Amended 16/17 Budget for approval*

M/S by Passon/Geddes to approve the 16/17 Amended Budget. **APPROVED**

*b. Proposed 17/18 Budget for approval*

M/S by Geddes/Johnson to approve the 17/18 Budget as presented.

**APPROVED**

*c. Set meeting schedule for the year*

M/S by Geddes/Passon to continue meeting on the second Thursday of each month at 4:30 pm in the Library Meeting room with the corrected November date on presented form. **APPROVED**

*d. Election of Officers*

Slate of Officers presented:

President – Thom Yocum

Vice President – Barbara Johnson

Treasurer – Diane Geddes

Recording Secretary – Ellen Welch

APPROVED 03/09/2017

M/S by Passon/Geddes to approve the slate of officers as presented.

**APPROVED**

e. *Edward Jones CD disposition – Revisited*

M/S by Geddes/Johnson to open an account at Traverse City State Bank instead of Chase Bank and to deposit the proceeds of Edward Jones CD into the Traverse City State Bank money market account. **APPROVED**

f. *Fifth Third bank hack/account changes*

M/S by Johnson/Passon to approve the January 13, 2017 opening of new checking and savings accounts at Fifth Third Bank due to the established accounts being hacked. **APPROVED**

g. *Adopt Annual Calendar*

M/S by Geddes/Passon to approve the proposed calendar for 2017/2018.

**APPROVED**

h. *Credit Card Policy revisions*

M/S by Passon/Geddes to accept Credit Card Policy as amended. **APPROVED**

i. *Begin to think about goals for upcoming year*

free discussion held with no decisions made

**4. Public Comment**

Questions were presented concerning the library hand-outs, the total budget, and about the President attending all meetings. In addition, there was a question on the PR firm and architect's progress.

**6. Correspondence**

A donation was received from the Port of Value Investment Club thanking the Library for the use of the Meeting room.

**7. Director's Report**

Director Miller confirmed her written report.

**8. Committee Reports**

a. *Policy* – Report, Action in Unfinished and New Business

b. *Finance* – Budget, bank accounts – In New Business

c. *Planning* – No Report

d. *Personnel* – No Report

**9. Friend's Report**

Marilyn Cobb reported she and Cathy Walle will be going to Muskegon to attend the Hackley Public Library fundraiser – The Bling Fling. The Book Cellar continues to be active.

**12. Board Comments**

Think about goals for next year and be ready to discuss ideas next month. Take this time to review the strategic plan.

APPROVED 03/09/2017

**13. Adjournment**

Vice President Johnson adjourned the meeting at 5:11 pm. The next regularly scheduled meeting will be held March 9, 2017 in the ERDL Meeting room.

Respectfully submitted,  
Ellen Welch  
Recording Secretary

Copies of the approved minutes for the previous month's regular meeting and any special meeting that occurred will be sent to the Village of Elk Rapids and the Townships of Elk Rapids, Milton and Torch Lake.