

APPROVED

Regular Meeting Minutes  
Elk Rapids District Library Board of Trustees  
January 14, 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:** John Ferguson, Diane Geddes, Barb Johnson, Jane Lund, Judy Passon, Tom Vranich, Ellen Welch and Nannette Miller, Library Director.

**Members Absent:** Thom Yocum

**Also Present:** Tom Shelder, Susan Calkins – Friends of the Library Representative

**Approval of Agenda**

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

**Approval of Minutes**

M/S by Ferguson/Geddes to approve the December minutes. **Approved.**

M/S by Lund/Johnson to approved Dec. 16, 2015 Special Meeting Minutes. **Approved**

**Public Comment and/or Slated Petitioner Request**

Tom Shelder – Edward Jones Investment:

Tom shared an update on the status of the account with Edward Jones.

**Financial Report**

M/S by Ferguson/Lund to approve checks numbered 26584 – 26614 except 26580 – 26583 and 26587, 3 debits and one EFT written in December against the General Fund. **Approved.**

**Correspondence:** None

**Director's Report:** The ERDL started the year with a productive Staff In-service day. Sarah Ward has started as our new Program Coordinator. The Kalkaska Library is leaving the Mid-Michigan Library League and will be requesting to join the Northland Library Cooperative. More information will follow. We are setting up the Unique Management System and expect it to go live the beginning of February. The RFP's for Phase 1 of the Library Improvement Project have been sent to Quinn Evans and Hopkins Burns. Donations in memory of Daisy Pollister have been received.

**Committee Reports**

**Policy:** Meeting date was set for January 25, 2016.

**Finance:** The committee has met and will have the amended 2015-2016 budget and the proposed 2016-2017 budget at the February meeting.

**Building:** Another set of legal descriptions has been presented to the Committee by Glenn Newman.

**Friends Report:** The first donation to the Friends has been made in honor of the Board. The first Friends Board meeting is scheduled for April 26, 2016.

**Unfinished Business:** None

### **New Business**

Library Improvement Fund bank account:

M/S by Ferguson/Welch to set up Library Improvement Fund bank account at Chemical Bank. **Approved**

Director Evaluation – Form Ad Hoc Personnel Committee:

An Ad Hoc Committee was set up consisting of: Barb Johnson, Judy Passon and Diane Geddes. Evaluations are due to the Committee by January 21, 2016.

Set wage and salary adjustment (per calendar):

M/S by Ferguson/Lund to increase Director's salary up to 4% for the 2016-2017 year.

**Approved**

M/S by Johnson/Ferguson for 3% increase for staff. **Approved**

Review strategic plan progress:

Progress toward Board of Trustees Goals was evaluated. There has been progress made on all goals.

**Board Comments:** None

### **Adjournment**

The meeting was adjourned at 6:00 PM. The next regular meeting will be held on February 11 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.