

APPROVED

Regular Meeting Minutes
Elk Rapids District Library
January 12, 2017

1. Call to Order

Vice President Barbara Johnson called the regular monthly meeting of the Elk Rapids District Library Board of Trustees to order at 4:30 pm. Present were members Diane Geddes, Barbara Johnson, Jane Lund, Judy Passon, Ellen Welch and Nannette Miller, Library Director and Cathy Walle representing the Friends. Absent were Thom Yocum and Tom Vranich. In addition, six interested citizens were in attendance.

2. Approval of Agenda

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

3. Approval of Minutes

M/S by Geddes/Passon to approve December 8, 2016 minutes. **APPROVED**

4. Public Comment

It was asked if the Board had planned a presentation at the Village Council on January 17 when Brian Conway, the State Historic Preservation Officer, is in Elk Rapids. Another citizen handed each Board member a copy of the Open Meetings Act and a letter concerning such indicating the allowance of the recording of meetings.

5. Treasurer's Report & Approval of Bills

M/S by Welch/ Passon to approve checks 26949 – 26980, one ETF to the IRS and three debits for a total of 29 automatic payroll deductions made in December from the General Fund. **APPROVED**

6. Correspondence

None

7. Director's Report

Director Miller confirmed her written report and added the following:

- a. The DDA did not meet this month.
- b. Jane Lund was sworn in as the Elk Rapids Township ERDL Board Trustee
- c. The director is researching changing some of the light bulbs to broad-spectrum type bulbs as the ones currently used are causing migraine headaches for some.

8. Committee Reports

- a. *Policy* - Set meeting date
- b. *Finance* - Budget - In New Business
- c. *Planning* – No report
- d. *Personnel* – Director Evaluation – In New Business

9. Friends Report

Friends member, Cathy Walle, shared the Friends had had an informal meeting to discuss fundraising ideas for their next year. In addition, the Friends regular meetings will begin in April.

10. Unfinished Business

None

11. New Business

a. *Present Director Evaluation*

The Director requested that this portion of the meeting move to closed session. M/S by Geddes/Passon to close the Regular Meeting to discuss the periodic evaluation of the ERDL Director. **APPROVED** Meeting closed at 4:42 pm
Regular meeting reopened at 5:03 pm

b. *Draft 17/18 Budget for review*

The Draft 2017/2018 budget was presented for review. The budget looks different as all account codes had to be changed due to the necessity of using the Michigan Uniform Chart of Accounts. Details for dealing with the new account codes were discussed.

c. *Set wage and salary adjustments*

M/S by Geddes/Passon to table the wage and salary adjustments until the February meeting. **APPROVED**

d. *Recommend Board member appointments*

It was recommended that Jane Stauffer be the ERDL representative from Milton Township with a term running March 2017- February 2021.

e. *Edward Jones CD disposition*

Relating to Mr. Heffer's gift, the final \$200,000 invested at Edward Jones will mature January 30, 2017. It is recommended that it be deposited at Chase Bank. Members Diane Geddes, Ellen Welch and Director, Nannette Miller will all have to be present at same time to open the account.

M/S by Johnson/Passon to open an account at Chase Bank and Diane Geddes, Ellen Welch and Nannette Miller will go to Chase Bank to open the account.

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f. *Circulation Policy revisions*

Circulation Policy revisions were presented. Kalkaska was eliminated from section A-1. A lease or rental agreement (for at least 6 months) was added to section A-1. Section A-3 had change of non-resident fee to \$40 available on a quarterly basis added.

M/S by Geddes/Johnson to adopt Circulation Policy revisions. After discussion, Vice President Johnson tabled the Circulation Policy revisions until the February 2017 meeting.

12. Board Comments

None

13. Adjournment

Vice President Johnson adjourned the meeting at 5:32 pm. The next regularly scheduled meeting will be held on February 9, 2017.

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