1. **Call to Order:** The meeting was called to order at 500 pm by President Barb Johnson
   Members present: Barb Johnson, Thom Yocum, Diane Geddes, Jane Stauffer, Chris Weitschat,
   Karen Simpson, Chuck Schuler. Director Nannette Miller.
   Members absent: Dick Hults

   Also present: library staff Marianne Priest and Char Gretel as well as 3 community members.

2. **Approval of Agenda:** M/S Geddes/Yocum to accept agenda as written, motion carried.

3. **Approval of minutes:**
   December 12, 2019 minutes. M/S Schuler/Geddes to approve minutes as written. Motion carried.

4. **Treasurers report and approval of bills:**
   M/S Schuler/Simpson to approve checks numbered 28092 through 28120 written in December
   against the General Fund, one electronic funds transfer to the IRS and 2 debits for a total of 21
   automatic payroll deductions were also made in December. Role call vote:
   Roll call: Johnson -yes, Simpson-yes, Geddes-yes, Stauffer-yes, Yocum-yes, Schuler-yes,
   Weitschat-yes,. The motion carried.
   M/S Yocum/Geddes to approve checks 2009 -2010 against the Expansion Fund for December.
   Roll call: Johnson-yes, Yocum-yes, Geddes-yes, Stauffer-yes, Simpson-yes, Schuler-yes,
   Weitschat-yes. Motion carried.

5. **Correspondence:** none.

6. **Director’s report:** report submitted. The annual donation for Torch Lake Township was
   received. The Rural Library Conference is at the Grand Traverse Resort April 13 to the 15.
   Registration is $125.00, but all meals are included. Nannette was asked how she does staff
   evaluations. She explained they are more discussions about their performance.

7. **Friends Report:** Sip and Support for the Library was held on December 19 at Cellar 152. There
   were quite a few new members signed up. As well as donations. The Friends will not meet in
   January.

8. **Capital Campaign Committee:** 2019 recap: 460 donors, 652 gifts for $958,683.00. Year end
   letters brought in $76,000.00 of which $28,400.00 was from new donors. So far our grand total
   is $1,771,942.00. The committee will be meeting next week to set the events calendar for the
   year. They are focusing this year on working with Business Partners, asking for a yearly pledge.
   They can do this by holding events to capture the amount such as Ethanology is doing in
February by having a special cocktail all month long donating $5.00 of each drink to the Library. Pearl’s will have their Happy Hour in March.

9. **Building Committee:** Simpson and Hults met with the architects to clarify some issues for donors. Johnson appointed Hults, Schuler and Nannette to the committee. They will meet in February to discuss the budget. The board was given a copy of preliminary questions regarding the lease by the attorney.

10. **Ad Hoc Committee Reports**
   
   a. **Director contract.** Chris was able to contact Mike Blum. He had a list of questions and when those are answered he could have a contract ready in a matter of days. Then it would go to Nannette and whoever she wants to review and make changes before the board review.
   
   b. **CCC Charge.** Committee has met and has completed a draft charge, but they need to meet again due to new information.
   
   c. **Strategic Planning Committee.** The Board agreed to a four hour meeting on Thursday January 16 from 2:00mto 6:00pm at the Library.

11. **Unfinished business:** None

12. **New Business:**
   
   a. **FY 2020/2021 Draft operating budget.** Geddes explained that the budget contains a 5% raise placeholder until we decide what that will be.
   
   b. **FY 2020/2021 Draft Expansion Fund Budget.** Miller gave explanation of the budget.

13. **Public Comment:** Char Gretel reported that the “Daily Splash” had an article regarding Revival of Local Libraries and our library was featured. The article is also in this month’s Traverse Magazine as well as on our website. She also reported that the staff has decided on their theme for this year and it is the “Giving Year”. Diane Richter asked the board to reconsider our policy on questions from the public. Could they be answered at the meeting if they are simple? They can get information quicker by FOIA than waiting 30 days. The board agreed to discuss.

14. **Closed meeting request:** Miller requested a closed meeting for her annual review. M/S Yocum/Schuler to close the meeting. Roll call vote: Johnson-yes, Yocum-yes, Geddes-yes, Simpson-yes, Schuler-yes, Weitschat-yes, Stauffer-yes Motion carried and meeting was closed at 5:40 pm.

15. **Reopening of meeting:** The meeting was reopened at 7:04 pm

16. **Board Comment:** Johnson asked board to consider new statement regarding public questions. The board will change the statement to read” Any questions from the public that cannot be readily answered shall be submitted in writing and will be answered at the next regular board meeting.” Yocum reminded board members of the need to attend Village and Township meeting monthly. He will be sending out a new schedule for the first 6 months of 2020. Yocum will chair
next meeting and Weitschat will take minutes. There is a question as to how long Simpson’s appointment to the board is. She will check with the Village.

**17. Adjournment:** The meeting was adjourned by Johnson at 7:09 pm. The next meeting of the Elk Rapids District Library will be held on Thursday, February 13, 2020 at 5:00 pm at the Government Center, 315 Bridge Street, Elk Rapids.

Respectfully submitted,

Jane Stauffer