

Elk Rapids District Library Board of Trustees
Meeting Minutes
July 25, 2019

1. **Call to Order:** The meeting was called to order at 3:01pm by President Barbara Johnson
Members present: Diane Geddes, Thom Yocum, Jane Stauffer, Dick Hults, Chris Weitschat, Barbara Johnson, Chuck Schuler and Director Nannette Miller.
Also present: Alice Rubert representing the Friends
2. **Approval of Agenda:** Changes were proposed to the agenda as follows: Date of meeting, minutes are from June 13, addition of environmental proposal under new business, and use of the video made for the campaign under unfinished business. M/S Schuler/Hults to approve agenda with proposed changes. Motion carried.
3. **Approval of Minutes – June 13, 2019:** One correction, Add Sarah Ward to members present. M/S Yocum/Weitschat to approve minutes as corrected. Motion carried.
4. **Treasurer’s Report and Approval of Bills:** M/S Schuler/ Weitschat to approve checks numbered 27914 through 27944, one electronic funds transfer to the IRS, and two debits for a total of nineteen automatic payroll deductions made against the general fund. Roll Call: Yocum-yes, Schuler - yes, Geddes-yes, Stauffer-yes, Weitschat -yes, Hults -yes, Johnson-yes. Motion carried.
5. **Correspondence:** There was no correspondence .
6. **Director’s Report:** Air conditioner has been fixed and cost was under \$200.00. Staffing difficulty is a big concern being down 2 positions. Nannette is interviewing 2 people for a Library assistant position next week. May hire 2 part time. Tristan will be gone the end of August and Aaron is only working on Monday nights.
7. **Friends Report:** The friends annual meeting is September 23, 2019 at 4:00 pm. Rubert will be taking over as President of the Board of the Friends at that time. Rubert also stated that the Friends have seeded a memorial fund with \$500.00 to be used in Becky’s honor. Hopefully it will be outside.
8. **Capital Campaign Committee Report:** Johnson reported for the campaign committee. They are moving ahead with small meetings with potential donors. The campaign has 1.45 million dollars at this point. The book thermometer in the library will be changed with over 1.25 million. Members of the Committee will be meeting with Casey Cowell’s assistant. The September 12 Gala will be called “It Takes a Village” and tickets will be \$150.00. The committee is planning an October movie event with a book club theme.
9. **Unfinished Business:**
Board Retreat: Rescheduled for Sept 14. Waiting to hear if we can use Maple Bay Farmhouse.

Meeting Room Policy: Miller reported that the meeting room policy does not accurately reflect what the library is doing at this time. There is no application form, or online form. Items 1,2and 3 under part C application process will be removed and replaced with the current procedure for scheduling at this time. The room capacity will be changed to “up to 30” from 25. No vote at this time.

Investment Policy: Miller reported the Policy covers both the general library and the Capital Campaign. M/S Schuler/Yocum. Motion carried.

Video: Johnson asked where the video is being shown . Miller response is that she was told the Capital Campaign was going to provide a device to show it on. She has been attempting to get the video on the website but is having difficulty doing that. Johnson asked if it could be put on as a screensaver. The library computers do not have screen savers. Miller reported that they would be getting a free Chromebook and after using for training they could possibly put the video on that one.

10. **New Business:**

Budget Amendment: The library is responsible for paying for the anniversary celebration. This was not in the budget. \$2000.00 was taken from the contingency funds and added to board programs by Miller. M/S Yocum/Geddes. Roll call: Weitschat – yes, Johnson-yes, Yocum-yes, Hults-yes, Stauffer-yes, Schuler-yes, Geddes-yes. The motion carried.

Friends Agreement: The Friends agreement will have an addendum to the agreement that will explain that the 501C3 was rescinded, reapplied for, and they will get it back and comply with requirements in the future. Hults suggested that the Friends hire a legitimate accounting firm to be accountable for the 501C3 business and audits for their protection. Agreement will be voted on at the next meeting.

Environmental proposal: Otwell Mawby , the engineering company that the Village uses, sent a proposal for an enviornmental study of the Library island. This will include historical research and a hand auger investigation for sampling and analysis of the soil. Does not substitute for borings in the future.Their charge is \$2600.00. A firm from Troy Michigan would charge \$3950.00. The Village has said they will pay \$2000.00 toward the study. M/S Hults/Schuler to move forward with the proposal from Otwell Mawby. Roll call vote: Weitschat-yes, Johnson-yes, Yocum-yes, Hults-yes, Stauffer-yes, Schuler-yes, Geddes-yes.

Personnel Matter: M/S Yocum/Stauffer for the board to go into closed session. Returned to regular meeting at 5:01 pm

11. **Public Comment:** There was no public comment.

12. **Board Comment:** Yocum has the schedule for the Village council meetings and Milton Township meetings and will send out a list of the people who are scheduled to attend. Check with Johnson or Yocum about impending issues coming up at the meetings.

13. **Adjournment:** The meeting adjourned at 5:02 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday August 8, 2019 at 5:00 pm in the library meeting room.

Respectfully submitted,

Jane Stauffer

APPROVED 08/08/2019