

Approved July 13, 2017

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees

June 8, 2017

1) The regular monthly meeting of the Elk Rapids District Board of Trustees was called to order by President Thom Yocum at 4:30 PM.

Members Present: Diane Geddes, Barbara Johnson, Rowland Johnston, Jane Lund, Judy Passon, Jane Stauffer, Ellen Welch, Thom Yocum and Nannette Miller, Library Director.

Members Absent: None

Also Present: Sharon Bacon, representing the Friends, and 3 interested members of the public were in attendance.

2) Approval of Agenda:

M/S by Lund/Johnson to approve agenda as amended. **Approved**

Move: The Friends report to after Approval of Minutes. Add: Set color copy prices under New Business.

3) Approval of Minutes:

M/S by Johnson/Johnston to approve the May 11, 2017 Regular Meeting Minutes. **Approved**

M/S by Geddes/Stauffer to approve the May 11, 2017 Special Meeting Minutes. **Approved**

9) Friends Report:

Sharon Bacon thanked the Board for the Volunteer Appreciation event. Memberships continue to come in and the Friends are gearing up for Wednesday Night on River Street. They are receiving accounting and tax assistance from Julia Amos.

4) Public Comment: None

5) Treasurer's Report and Approval of Bills:

M/S by Johnson/Stauffer to approve 35 checks numbered 27113-27147 written in May against the General Fund. In addition one ETF to the IRS and two debits for a total of 19 automatic payroll deductions were also made in May from the General Fund. **Approved**

6) Correspondence: None

7) Director's Report:

Report was as presented noting the Library will be closed Thursday, June 22 for Staff In-Service.

8) Committee Reports:

a. Policy: Committee met to go over the following edited policies received from the lawyer-

Internet, Investment, Patron Conduct and Meeting Room. In addition, the committee discussed the addition of Kalkaska County to the Circulation Policy.

b. Finance: No Report

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c. Planning: The last meeting was held May 24, 2017. 91 surveys have been returned so far from the schools. Committee members are completing the interviews. Michael Stephens will be speaking to the Planning Committee in July.

d. Personnel: No Report

a. Building Improvement Project – Design Concepts and Next Steps

The Planning Committee is currently working on the needs case. Hoping to meet with the architects in July to go over plans.

M/S by Johnson/Geddes to direct the architects to complete Phase 3 by the October 12, 2017 Board Meeting. **Approved with one abstention.**

11) New Business:

a. Circulation Policy Revision:

The Policy Committee recommended the addition of Kalkaska County to Section A-1 of the Circulation Policy.

M/S by Johnston/Lund to approve change to Circulation Policy. **Approved**

b. New Printer Charges:

M/S by Stauffer/Passon to charge .25 per color copy. **Approved**

Additional information is needed for faxes.

12) Board Comments;

Positive comments were shared about the Cheese 101 Program. Time is needed to update Board Binders. Please bring them to the July Meeting.

13) Adjournment:

The meeting was adjourned by President, Thom Yocum at 5:28 PM. The next regularly scheduled meeting will be July 13, 2017 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.