

Elk Rapids District Library Board of Trustee
June 9, 2022, 5 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

Approved 7/14/2022

1. Call to Order: By President Tom Stephenson at 5:01 pm

Members Present: Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Dick Hults, Nancy Wonch, Mike Weber and Dave Kopkau. **Members absent:** Karen Simpson

Also Present: Interim Director Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There are three people in audience at the start of the meeting

2. Approval of Agenda :

MOTION: by Wonch/Hults to approve the agenda

Motion carried.

3. Public Comment:

No one wished to speak

Trustee Educational Video regarding interaction with Friends groups and how to support them and how they support the library.

Comments were that the board very much appreciated the support we get from the Friends of the Elk Rapids District Library.

4. Consent Agenda

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

A. Minutes: May 12, 2022

B. Treasurer's Report and Approval of Bills

C. Director Search Committee Notes: May 11, 18, 25, June 1, 8

MOTION: by Pollister Amos/Atkinson to approve the consent agenda.

Pollister Amos: Yes

Hults: Yes

Stephenson: Yes

Kopkau: Yes

Weber: Yes

Simpson: Absent

Atkinson: Yes

Wonch: Yes

Motion carried.

6. Correspondence:

There is a letter from Sam Castronovo (sp?) which will he stated was being submitted to the editor at the ER News.

Correspondence received regarding a press release from MCLS. We will do our own press release about good things that are happening at the library.

MOTION: by Pollister Amos/Kopkau to do our own press release including additional information.

Motion carried.

Correspondence for the next meeting, Stephenson will reach out to Linda Adams to talk about possible grant money for fiber expansion.

7. Unfinished Business:

A. Library of Things Policy

Hill discussed the how the Library of Things has evolved at the library. They will be ready to begin implementing it once the policy is approved. Weber asked if we should ask for donations and if/how we should refuse them. Discussion. This will be further considered later.

MOTION: by Wonch/Weber to approve the Library of Things Policy as submitted.

Motion carried.

B. Mortimore Consulting LLC

Pollister Amos said the director search committee has interviewed three different companies via Zoom. The first two were good. The third one, Mortimore Consulting was incredible. They were very impressive. Each member of the committee did a reference check and we got six references. They were all stellar. All 8 people on the committee are recommending hiring him. The cost is \$16K, which is less than the others. This committee did great work. They came up with a list of what they want to see in a library director and a job description. At this point, if we approve Mortimore Consulting, we will give them what we've created to give them a head start. Next meeting is set for next week Wednesday at 11 am.

MOTION: by Pollister Amos/Wonch to approve Mortimore Consulting LLC as a consultant to help search for a new library director for \$16,000.00 Hults asked for a timeline. Amos said 3-4 months. Wonch said Mortimer Consulting presented very well. He pays attention to all the details. Atkinson said he was very personable and knowledgeable. Campbell said because he's in Kent County, he's networked into the whole state.

Stephenson: Yes

Pollister Amos: Yes

Sipson: absent

Kopkau: Yes

Atkinson: Yes

Wonch: Yes

Hults: Yes
Weber: Yes
Motion carried.

8. New Business:

A. FOIA Policy

Hill said this is pending with Foster & Swift.

B. Internet Use Policy

Hill said he suggests reading it over and let it rest. Consider if the revision should include CIPA compliance in the policy. Structuring this way will make us eligible for discounts/subsidy for technology purchases. This will be a few months out so we can make sure the administration matches up with the policy. This is a first step in that direction. Wonch asked regarding the filtering and sexually explicit materials. It doesn't say anything about graphic violence. Do we let kids play those types of video games? Hill said the hardware we have wouldn't be capable of running that. It's very hardware intensive. Weber asked about graphic videos. Hill said the easiest way to have filtering is DNS filtering. Hill explained how this works. There isn't much you can do to get around it. We would be paying for this filtering. Hill talked about the concerns and where they are also discussed in other policies. Wonch asked about the level of confidentiality if someone gets access to something bad at the library. Hill said that's not something we log. They would be going to the ISP with a subpoena. Regarding confidentiality, patrons are entitled to have the filter turned off if they are 18 or older. Kopkau asked about first amendment rights. Hill said he attended a conference about this last week. It has been interpreted by the courts that free access to information is a part of your first amendments rights. That becomes a problem with filtering. Pollister Amos asked to Hill to find out how many libraries do the CIPA filtering.

C. Director's Salary

The consultant said we need to be aggressive with the salary. Amos discussed the requirements we are asking for with the director. We are going to have to pay more for the person we are asking for on this list. The range is \$80,000-100,000. We have \$40K in contingency so it's not a real issue at this point. But it depends on the candidate that we find. Weber said he likes to save money and he would like to pay this person a generous hourly wage or would this be 32 hours per week? Pollister Amos said it may be that you will have to work that much to get the job done. Wonch said part of the issue is that the library is open 7 days a week. It's a salaried position. We should be open to paying the person what they are worth and if that is more than we've budgeted for wages in the past, then we can move money from contingency into the payroll budget.

D. Strategic Planning

Stephenson said we did the MCLS survey. We had 460 total responses. We did get a good mix of the population. We had a meeting with MCLS and the committee did quite well. We were able to put together our next step which is to reach out to community leaders. Then we will have community meetings with larger groups and hear community suggestions.

9. Director's Report

As presented by Hill

Update on personnel. Update on WiFi hot-spots and new equipment. Update on staff development. We will be closed June 26 for Ken Bier's memorial, who was a member of our staff. This will be at Barnes Park. In the summer we get people coming to the library as a part of the experience of the library and it was suggested we have coffee. We are looking at doing that as something nice for people who stop in to the library.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson

No update as it hasn't met since most on the committee are working on the director search.

B. Financial Committee: Atkinson, Pollister Amos, Weber

No update and no meeting scheduled.

11. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, Atkinson

No update and no meeting scheduled.

B. Director Search Committee: Pollister Amos

Previously discussed

C. Strategic Planning Committee: Stephenson, Weber

No update and no meeting scheduled.

12. Friends Report

As presented by Camille Campbell

The Friends met on May 23. Campbell will be added to the bank account as we need two people who are here year-round. Update on new member. Update on the Book Cellar. Update on public relations and the website and using Quick Books to allow people to pay for things on the website. We've been talking about friend building and bringing other people, the community at large. The goal is to get more people hands on. Discussion of next fundraising event. Next meeting is June 27th.

13. Public Comment: Same rules as previous public comment

Char Gretel thanked the board for giving us Hill as the interim director. He goes above and beyond every day. It's a 24/7 job. The board said well-done Hill!

14. Board Comments:

Pollister Amos said she's very proud of this board and the progress it has made. Several other board members agreed.

15. Adjournment

Meeting adjourned by order of the chair at 6:19 pm.

Respectfully,

Julia Pollister Amos

Secretary Elk Rapids District Library

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