

Approved 04/13/2017

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees
March 9, 2017

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

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

Members Absent: Ellen Welch

Also Present: Marilyn Cobb, representing the Friends. In addition, 3 interested citizens were in attendance.

2) Approval of Agenda

M/S by Barb Johnson/Diane Geddes to approve the agenda. **Approved.**

3) Approval of Minutes

M/S by Diane Geddes/Barb Johnson to approve the February 9, 2017 minutes. **Approved.**

4) Public Comment

Greg Reisig asked if the architects are working on a new drawing.

5) Treasurer's Report & Approval of Bills

M/S by Barb Johnson/Jane Stauffer to approve 28 checks numbered 27033-27060 written in February against the General Fund, and one EFT to the IRS and one debit for a total of 9 automatic payroll deductions. **Approved.**

NOTE: The CD at Edward Jones has matured and the funds were placed in a new account at Traverse City State Bank.

6) Correspondence:

None

7) Director's Report:

The Irish storytelling at Cellar 152 was a success. We are planning a St. Patrick's Day event there with David McDonnell and a poetry reading in April. It is planned to bring the authors program to Cellar 152 in the future. Planning is underway for our first community reads program in June. The first meeting of the Nerd Squad is being planned, the KATS group met, and Middle School students have been helping out with inventory for their community service. The building foundation has been repaired temporarily and a custom chimney cap may be provided by DPW in the future.

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8) Committee Reports

- a. Policy:** No Report
- b. Finance:** No Report
- c. Planning:** No Report
- d. Personnel:** No Report

9) Friends Report:

Marilyn Cobb reported that Sue Calkins will be back mid-April to follow through with progress on the sculpture.

10) Unfinished Business

The following goals were established for 2017/2018:

1. Improve public relations and communication.
2. Develop a needs case for expansion.
3. Continue supporting student advisory group (Nerd Squad) and reaching out to teens.

11) New Business

a. Appoint Investment Officer

Diane Geddes was appointed by the chair

b. Select Banks, Auditor, Insurance carrier

Banks: Fifth Third, Alden, Chemical and Traverse City State Bank

Auditor: Mason, Kammermann & Rohrback, PC

Insurance Carrier: Michigan Municipal League (They also insure the building for the Village. We insure the contents, the Village insures the building.)

There have been no problems with any of the above. M/S by Barb Johnson/Rowland Johnston to stay with these service providers. **Approved**

c. Appoint Committees

Policy Committee: Ellen Welch, Rowland Johnston, and Judy Passon

Finance Committee: Ellen Welch, Diane Geddes, and Jane Stauffer

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Planning Committee: Barb Johnson, one staff member, one member of the Friends, and members of the community. Barb Johnson to chair.

Personnel Committee: Barb Johnson, Diane Geddes and Judy Passon

d. Budget for Strategic Plan Work

Megan Olds could possibly be a facilitator. Greg Reisig suggested we could also try contacting the MSU Extension Service for a facilitator. The facilitator would work with the Planning Committee to develop the goals identified in the strategic plan. M/S by Rowland Johnston/Barb Johnson to set aside \$1000 from the Heffer fund to hire a facilitator for Strategic Plan work. **Approved**

12) Board Comments

There was a discussion on the pros and cons of electronic distribution vs. mailing of board packets. It was decided that Nannette will put the printed packets in our mailboxes, send us an email when they are ready, and we will pick up the packets at the library. The board were asked to bring their board notebooks to the next meeting so we can update our policies.

13) Adjournment

The meeting was adjourned at 5:30 PM. The next regular meeting will be held on April 13, 2017 at 4:30 PM in the library conference room.

Respectfully submitted,

Judy Passon for
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.