

DRAFT

**Elk Rapids District Library Board of Trustees  
Meeting Minutes  
March 14, 2019**

1. **Call to Order:** The meeting was called to order at 5:00 pm by President Barbara Johnson  
Members present: Diane Geddes, Sarah Ward, Chris Weitschat, Thom Yocum, Jane Stauffer, Barbara Johnson and Director Nannette Miller.  
Absent: Dick Hults  
Also present: Alice Rubert representing the Friends and Karen Simpson from the Capital Campaign Committee.
2. **Approval of Agenda:** Suggested addition to agenda under Unfinished Business, item a: Review of 2019/2020 Calendar. M/S Yocum/Weitschat to approve Agenda as amended. Motion carried.
3. **Approval of Minutes – February 14, 2019:** M/S Weitschat/Ward to approve Minutes as presented. Motion carried.
4. **Treasurer’s Report and Approval of Bills:** M/S Yocum/Weitschat to approve checks numbered 27789 through 27823, one electronic funds transfer to the IRS, and one debit for a total of nine automatic payroll deductions made against the general fund. Roll Call: Johnson-yes, Yocum-yes, Weitschat-yes, Ward-yes, Geddes-yes, Stauffer-yes. Motion carried.
5. **Correspondence:** Letter of resignation from the board from Stuart Travis.
6. **Director’s Report:** Miller added to her written report that she had not done the average usage by patron location but she did not expect changes as the numbers have been consistent. Called attention to the Record Eagle article regarding the Irene Miller presentation and the Creative Writing class responses to the presentation that were in the ER News this week. She mentioned her trip to the conference was a great experience.
7. **Friends Report:** Alice Robert submitted a brief report.(attached).
8. **Capital Campaign Committee Report:** Karen Simpson submitted a list of donors to be recognized when we see them. Their first event will be an Open House at the Library on April 12. Marketing for the Open House will start next week. Karen visited Peninsula and Interlochen library and brought back ideas for handouts to have available in the entryway and circulation desk. She collected \$70,000.00 of pledges this week.

9. **Unfinished Business:** The 2019-2020 Calendar was reviewed. Discussion regarding whether we need a special budget meeting in January. Board agreed to leave it out and add only if needed.

10. **New Business:**

- a. Investment Officer Appointment: M/S Yocum/Stauffer for Diane Geddes to remain as investment officer. Motion carried.
- b. Auditor: M/S Ward/Geddes to maintain Mason, Kammerman and Rohrbach as auditor. Motion carried. Banks: M/S Geddes/Yocum to continue with Alden State Bank, Independent Bank, Chemical Bank, and Fifth Third Bank. Motion carried. Insurance Carrier: M/S Yocum/ Geddes to continue with Michigan Municipal League for insurance. Motion carried.
- c. Review and adopt goals for the year: Community Conversation goal will be left off this year.  
M/S Ward/Stauffer to adopt following goals for this year: Motion carried.
  1. Complete Strategic Plan
  2. Increase Board Engagement with the Community.
- d. Case Statement: M/S Yocum/Ward to approve Case Statement to be used in Capital Campaign. Motion carried.
- e. Door Replacement: M/S Yocum/Ward to investigate appropriate security measures rather than install lower level doors. Motion carried.
- f. Ad Hoc Anniversary celebration committee: President Johnson appointed Diane Geddes, Chris Weitschat, and herself from the board along with Jane Lund, Becky Travis, Paula Moyer, Alice Rubert, and Cathy Walle to the committee for the celebration which will be held on July 21, 2019.
- g. Board Retreat: Focus will be the strategic plan. Looking at possibility of June 1 when the Cooperative Director will be available. Miller will verify Roger's availability.
- h. Clearing out surplus items: Discussion regarding either having a silent auction or Giant garage sale in July. Decision will be made at April meeting.

11. **Public Comment:** None

12. **Board comment:** None

13. **Adjournment:** The meeting adjourned at 6:18 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday April 11, 2019 at 5:00 pm in the library meeting room.

Respectfully submitted,

Jane Stauffer