

Approved 06/08/2017

Regular Meeting Minutes  
Elk Rapids District Library Board of Trustees  
May 11, 2017

1) The regular monthly meeting of the Elk Rapids District Library Board of Trustees was called to order by President Thom Yocum at 4:35 PM.

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

**Members Absent:** Ellen Welch and Jane Lund

**Also Present:** Sharon Bacon, representing the Friends. In addition, 3 interested citizens were in attendance:

**2) Approval of Agenda**

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

**3) Approval of Minutes**

M/S by Johnson/Johnston to approve the April 13, 2017 minutes. **Approved.**

**4) Public Comment** (Limit 3 minutes for comment. Any questions from the public shall be submitted in writing, along with name and contact information. A response will be sent within 5 business days.) None.

**5) Treasurer's Report & Approval of Bills**

M/S by Johnson/Passon to approve 29 checks numbered 27084-27112 written in April against the General Fund. One EFT to the IRS and 3 debits for a total of 21 automatic payroll deductions were also made in April from the General Fund.

**Approved.**

**6) Correspondence:**

Nannette informed us of the Northern Lakes Economic Alliance annual luncheon being held in Petoskey on May 19. Anyone wishing to attend is invited. Nannette also passed around a nice thank you note from Sarah Ward expressing how much she enjoyed working at ERDL.

**7) Director's Report:**

Chris Ault has submitted her resignation effective May 27. Nannette is in the process of collecting and reviewing resumes for the Program Coordinator position. She is currently taking over the responsibilities of Program Coordinator. The Ross Richardson program on shipwreck hunting, and poetry reading with Robert Fanning went well. A field trip for second graders is planned for this Friday. The architects were at the meeting today at 2:30 pm to show us the plans for library expansion that SHPO says they would approve. The audit is scheduled for May 31. Cynthia Ciaravino has been hired. She is currently working Sarah Ward's hours.

## 8) Committee Reports

- a. **Policy:** The committee will meet soon to write a Patron Conduct Policy. Ann Seurynk, attorney specializing in library law, has sent a template and will send sample Patron Conduct Policies to assist the committee. Also, the committee will add Kalkaska to the Circulation Policy as a reciprocal borrower.
- b. **Finance:** No Report
- c. **Planning:** The April 19 minutes of the Planning Committee were passed around. Barb Johnson reported that the committee discussed the definition of a community center. They also came up with thoughts/visions for the future in terms of services the library provides and may provide in the future. These ideas are listed in the minutes. They also plan to survey the community to discover what services our citizens would like the library to provide. There are 12 members on the committee Each member will take 1 or 2 community groups and interview 1 or 2 members of each group. The survey will not be about the library building, but about the services the library provides. Village and township commissions, councils, Green ER, Rotary, Art Rapids, teachers. etc. will be interviewed. Questions will deal with library programs, collections, technology and other services. A survey will go out to all parents in the school district. The committee includes many young parents, who will give valuable and much needed input.
- d. **Personnel** – No Report

## 9) Friends Report:

Sharon Bacon reported that the Friends board has met. Sue Calkins has set out goals for 2017. These include increasing their list of e-mail recipients, generating more money from the book sale with a First Dibs cart of new items with a suggested higher donation. The Evenings on River Street will continue as last year, with a raffle of a Thomas LeGault painting. A cooking class will be held on Sept. 14 at the Presbyterian church. A Business After Hours event is planned for Oct. 19 (5-7 pm) at the library. Marilyn Cobb sent out letters to all Friends members with an envelope to mail in this year's dues. 22 of the first 23 returns came in with more than the \$5 membership dues enclosed. This has proved to be a very effective fund raiser. Future board meetings will be held at 10 am on the 4<sup>th</sup> Monday. May 23 at 10 am there will be a volunteer appreciation at the Harbor Pavillion. A speaker will talk about voluntarism. Elk Lake Floral has donated geraniums. Board members were asked to bring cookies.

## 10) Unfinished Business

- a. **Building Improvement Project – Design Concepts and Next Steps**  
Conceptual designs were presented by architects Tamara Burns and Gene Hopkins. Positive and negative comments were offered from all members of the board and

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audience. The strategies were directed to the west of the present building and involve less visibility of the addition from the library parking lot. SHPO is supportive of these options. Any decision on the strategies will be deferred until a needs study is completed by the Planning Committee. Nannette will begin studying staffing needs for the future.

**11) New Business** None

**12) Board Comments**

**13) Adjournment**

The meeting was adjourned at 5:30 PM. The next regular meeting will be held on June 8, 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.