

Approved 06/09/2016

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees
May 12, 2016

1. The regular monthly meeting of the Elk Rapids District Library Board of Trustees was called to order by President Tom Vranich at 4:32 PM.

Members Present: John Ferguson, Diane Geddes, Barb Johnson, Jane Lund, Judy Passon, Tom Vranich, Thom Yocum and Nannette Miller, Library Director.

Members Absent: Ellen Welch

Also Present: Sue Calkins,

2. **Approval of Agenda:** Changes made by Nannette Miller: Items c,d, and e were added under Unfinished Business. Item d was added under New Business. M/S by Geddes/Johnson to approve the agenda as amended **Approved.**

3. **Approval of Minutes:** M/S by Ferguson/Johnson to approve the April 14, 2016 minutes. **Approved.**

4. **Public Comment: None**

5. **Financial Report:** M/S by Ferguson/Yocum to approve checks numbered 26694-26722 , 2 debits and 1 EFT written in April against the General Fund. **Approved.**

6. **Correspondence: None**

7. **Director's Report:** There was no usage of Mango Languages again in April so it will not be renewed. Six patrons have been referred to Unique Management Services. Two have returned their items and one has paid the fees. The Summer Reading Program was explained and will include more programs, incentives and prizes for reading. We have received \$500 from ER Rotary and \$1000 from the Friends so far, to support this effort.

8. Committee Reports

Policy: No report

Finance: No report

Building: No report

Personnel: No report

9. **Friends Report:** Sue Calkins reported that we received an anonymous donation to pay for 2 Book Cellar signs: one at the bottom of the driveway and one at the entrance to the library. Judith Lewandowski donated a tent to the library that will be used for Evenings on River Street this summer. Terry Hogarth has suggested some children's activities for the Friends to lead during these events. John Goss will make a fish sculpture to raffle off, as well. A magic show (Baffling Bill) is scheduled for September 29. A tentative date of July 10 is planned for the dedication of the library sculpture. Sue thanked the board for paying for 3 members of the Friends to attend the Small and Rural Library Conference.

10. Unfinished Business

- a. **Support for Sculpture:** M/S by Ferguson/Johnson to take \$1000 out of the miscellaneous fund to contribute to the library sculpture by John Goss. **Approved.**
- b. **Brief Report on Library Conference:** Board members who attended the conference shared what they learned. They agreed that it was a very informative and beneficial conference.
- c. **Accept the Sculpture from Friends:** M/S by Geddes/Johnson to accept the sculpture from the Friends. **Approved.**
- d. **Approve MDOT Sign:** M/S by Johnson/Yocum to approve MDOT sign. **Approved.**
- e. **Checking Account for Library Improvement Project:** M/S by Ferguson/Yocum to refer to Finance Committee to recommend a bank or credit union in which to open a checking account for the Library Improvement Project. **Approved.**

11. New Business

- a. **Plan Meeting with Friends:** The Board President will attend the next general meeting of the Friends on May 24.
- b. **Bids for Survey:** Tamara received 2 bids for the Library Property Survey: Ferguson/Chamberlain of Charlevoix estimate – not to exceed \$5200
Benchmark Engineering of Harbor Springs - \$3800 based on time and materials.
Hopkins-Burns has worked well with Benchmark previously. M/S to select Benchmark Engineering for the Library Property Survey by Yocum/Geddes. **Approved.**
- c. **Architects Meeting Dates:** The architects will be at the library on the following dates:
May 31-June 2 – Discovery
July 7-9 – Site concepts
July 28-30 – Building concepts
Either September 19 or October 3 – Presentation to Village Council
The board, staff, Friends and Village government input will happen during the first visit. The community will be involved during the second and third visits.
- d. **Book Cellar Signs:** Drawings of the Book Cellar signs were shown. M/S by Lund/Geddes to accept the signs. **Approved.**

John Ferguson left the meeting at 5:25

Barb Johnson left the meeting at 5:45

12. Board Comments: None

13. Adjournment

The meeting was adjourned at 5:51p.m. The next regular meeting will be held on June 9, 2016 at 4:30 p.m. in the library conference room.

Respectfully submitted,

Judy Passon

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.

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