

Elk Rapids District Library Board of Trustees
November 11, 2021, 5 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

approved 12.9.21

1. Call to Order: By President Tom Stephenson at 5:11 pm

Members Present: Barb Johnson, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, and Karen Simpson

Members absent: Dick Hults, Chuck Schuler, David Kopkau

Also Present: Director Nannette Miller and Friends of the Library Liaison Camille Campbell. This meeting is being held in person at the Elk Rapids Governmental Center. There are six people in attendance at the start of the meeting

2. Approval of Agenda :

Additions/changes

Stephenson: New Business: Capital Campaign Financial Review -it's not complete yet - likely in the next two days so remove from agenda

Stephenson: Add to New Business Becky Travis Memorial Project

Simpson: Remove 13 Ways Discussion since we just had it (The 13 Ways representatives met with the board from 4:00pm to 5:10pm prior to this meeting)

MOTION : by Simpson/Johnson to approve the agenda as amended

Motion carried.

3. Public Comment:

No one wished to speak

4. Trustee Education: The United for Libraries Short Takes for Trustees Video addressing Evaluating the Director was shown.

Discussion: Pollister Amos said the Personnel Committee went through this before we set up the current evaluation for the director and learned a lot that needed to be incorporated, followed much of their advice and used many of the resources.

5. 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. Approval of minutes dated October 14, 2021

Pollister Amos corrected a two things, they are marked in blue on the minutes that were

in the board packet.

B. Treasurer's Report and Approval of Bills

Johnson asked about the ERDL Expansion P&L loss for the month. Atkinson explained this is negative income because of refunds.

C. Building Committee Notes from their October 21, 2021 meeting

MOTION: by Simpson/Atkinson to approve all items on the consent agenda.

Johnson: Yes

Amos: Yes

Simpson: Yes

Atkinson: Yes

Stephenson: Yes

Hults Absent

Kopkau Absent

Schuler Absent

Motion carried.

6. Correspondence:

Stephenson said during the month of October he received three requests for refunds totaling \$4,000.00. This month he received one for \$3,00.00 and another \$12,250 have been received and will be sent out.

Stephenson said he met with architects Dan (Whisler from Daniel's and Zermac) and Tamara (Burns from Hopkins & Burns) and gave them an update on the project and they would like to meet with the building committee and perhaps the board. He will move forward with setting this up.

Stephenson said there were a couple requests from people having trouble with their iPhones and he informed those folks they could get help at the library and there are several people there who can help. Miller said they will be setting up tech help appointments again after the first of the year.

Stephenson said he talked to Miller about the process to take to get approval on the Becky Travis Memorial Project. He met with Bryan (Gruesbeck) and Marcus (Evans) to find out what the correct procedures would be.

Miller said there was a colorful page that she included in the board packet from the co-op to share with our board about what they have available to us.

Stephenson said he got some requests about the Public Library's Response to Covid-19 article that we that was in our packet last month. He forwarded that on to those who asked.

7. Unfinished Business:

A. Director Evaluations

Pollister Amos said she passed out this paper form. It's not available electronically. The change is

that it must be returned by our next board meeting, December 9th because the personnel committee needs to meet with the director to go over the summary in December for our quarterly meeting. We asked Director Miller to provide a list of things she has done and you have that. After we meet with her to go over the evaluation responses she will prepare her response to the evaluations and the board will have that in your board packet for January. This is similar to what we have done in the past. This form is on "paper only" until we determine if can be improved. Any items left blank will not be included in the calculation. This is for this past year only.

B. Set Hours of Operation

Miller said at the start of summer the board approved closing the library at 7 instead of 8 pm Monday-Thursday due to lack of patrons to see if it caused any problems. There have been no complaints so she is asking it to be approved as permanent hours.

MOTION: by Johnson/Simpson to approve new hours of operation closing at 7 pm Monday-Thursday
Motion carried.

8. New Business:

A. Draft Employee Handbook

Pollister Amos discussed the process in working on this. The hours of operation need to be updated. If you see something that needs to be changed, please send it to us right away. This has gone to the attorney Mike Blum for his recommendations. Miller said she's given this to the staff to review and she will provide a list of things to the committee if there are questions. The final version should be in the packet next month and we will vote to approve at the next meeting. Miller asked about the maternity/paternity leave policy. The current proposed policy requires written permission from the board. Miller would prefer that you not put one thing in there that the employees have to apply to the board for. Pollister Amos disagrees.

Simpson asked what it means? Miller said the way it's written, they have to ask in writing for three months leave. Pollister Amos said it's a personnel handbook and it was recommended by the attorney. It's a document that stands between us and the employee documenting who does what.

MOTION: by Johnson to leave this policy as is.

Motion failed for lack of support.

MOTION: by Atkinson/Stephenson to get clarification from the attorney on this change to the policy .

Roll Call:

Pollister Amos: No

Johnson: Yes

Simpson: No

Stephenson: Yes

Atkinson: Yes

Hults Absent

Kopkau Absent
Schuler Absent
Motion carried 3-2

Pollister Amos said we have spent more than \$2,500 on this project with the attorney thus far, but it is necessary.

B. Becky Travis Memorial Project: Miller said we have \$19,000 in the Becky Travis Memorial fund. We want to do something with that money and we came up with the idea to put a covered pavilion on the island. This would be useful and would be available to everyone. Our WiFi covers that area and Marcus (Evans from the DPW) said it would be easy to run electricity to it. It could be a useable community space. Simpson asked where this would be? Miller said , at the bottom, where the tent was set up for the anniversary party. She said it's the flattest place on the Island. Pollister Amos asked how much it would cost and Miller stated that was not known yet. Stephenson said in talking to Bryan (Gruesbeck the Village Manager) and Marcus (Evans), we would ask Becky's family for ideas and start gathering costs and submit it to the board for approval. The board would have oversight and that's it. It would be another hot spot and another beautiful place on the island. Dianne Richter asked regarding ownership of the property and Stephenson said yes, this will be discussed between the two owners since they do talk frequently.

9. Director's Report as presented by Miller

■ Our two new employees, Jessica Kerfoot and Rebecca Fleis have settled in with the staff seamlessly. They both commented that this was the easiest and most stress free transition into a new job they ever experienced and that says a lot for our staff.

■ We are having staff in-service on Friday, November 19. The library will be closed for the day.

Programs

■ 28 costumed kids and about 20 adults joined us for a Halloween costume parade around the island on Saturday, October 30. Cider and donuts were served and each child took home a goodie bag.

■ We recorded another session with popular local bard Jim Ribby and it's on YouTube. It's about Autumn poetry.

■ In collaboration with Norte, Aaron (Hill) we produced a video interview with Larry Walsh, the author of two books about his bike trips across the country. That will be published soon on YouTube as well.

■ Miss Sue and Jacquie are planning a (perhaps about Thanksgiving) themed virtual story time next week.

■ We launched TALK (Text And Learn for Kindergarten).

■ The Island House Readers met on the porch this month. Because we aren't terribly busy right now it was not too disruptive. They may have to go to Zoom meetings since we have nowhere else for them to meet.

■ Attached to this report is a list of comments we received for Michigan Library Appreciation Month. We have designated November as 30 Days of Thanksgiving, including in library displays and daily posts on social media.

🏠 Ken Hicks came in to start painting the men's restroom and found that the urinal was still leaking. K&K investigated and ordered a new drain line. That might be fixed this week.

🏠 The Friends approved the purchase of a new AWE Early Literacy Station. Rotary is considering my request for them to also purchase a new one. Those groups bought the ones we currently have.

🏠 Set hours of operation is on the agenda because the board approved closing at 7:00 Monday through Thursday earlier this year as a temporary measure. We were going to try it through the summer to see if anyone objected. No one said anything. We would like to make this change permanent, so it can be listed correctly in the Employee Handbook and we can order a new sign.

🏠 My report on the goals I was given last March is included in the packet to assist you with the annual Director evaluation. It's seven months of work on those goals.

Simpson asked about Christmas decorating? Will this will be during the in-service on November 19th? Yes. Simpson asked if there is a holiday appreciation date? Nothing currently planned. Miller said since Munson is at a code red, she's thinking about adding a mask mandate for the public at the library. Pollister Amos suggested a private discussion about the board doing something for the staff.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Schuler, Atkinson, Miller
Nothing further to report.

B. Financial Committee: Atkinson, Schuler, Pollister Amos and Miller
No meeting

11. Ad Hoc Committee Reports

A. Building Committee: Hults, Schuler, Atkinson, Miller

Notes were provided. Miller said she's unclear about being told to find firms that do a feasibility study. Atkinson said we are just trying to gather information about what types of feasibility studies they do and to what level. Atkinson and Simpson clarified there will be a needs assessment and who does this work will likely be different than those who do feasibility studies. Johnson pointed out that last time they did meetings and interviews themselves for the community to come. Atkinson said that the next Building committee meeting will be December 7th at 12:30 pm.

12. Friends of the Elk Rapids District Library Report

As presented by Camille Campbell who is the Liaison from the Friends as the Vice Chair. The board of directors of the Friends met on October 25th and the news is that the GGG fundraiser has brought in more than \$24,734.50. There are a few expenses still out there but it should be finalized within the month. We anticipated raising \$10,000 so we are very happy. Book Cellar sales are at \$5,793.00 for the year, which took a Covid hit, but this only started in July. A committee has been formed to write an official financial policy as we don't have one at

this point. The Book Cellar has ordered new signs. The Public relations committee has a new Friends website in the works. The fundraising committee is reviewing plans for new fundraising ideas. Renewal letters for members of the Friends have been sent out and the response has been light. We encourage anyone here, as well as board members, to spend \$10 and become a member of the Friends. The Friends voted to support a new early learning center at the library with an additional \$1,359.00 over the budgeted amount of funds . We are a new Friends board with lots of new members and we are making friends and building relationships within the community as we are all proud supporters of our library. The Rotary Good Works Committee voted to support the other learning station.

13. Public Comment: Same rules as previous public comment

No one wished to speak

14. Board Comments:

No one wished to speak

15. Adjournment

Meeting adjourned by order of the chair at 6:02 pm.

Respectfully,
Julia Pollister Amos
Secretary, Elk Rapids District Library Board

LidBdMin11.11.21approved