

**Elk Rapids District Library Board of Trustees  
Meeting Minutes  
November 8, 2018**

1. **Call to Order:** The meeting was called to order at 4:30 pm by President Barb Johnson.  
Members present: Diane Geddes, Barb Johnson, Jane Lund, Jane Stauffer, Sarah Ward, and Thom Yocum.  
Absent: Stuart Travis and Chris Weitschat.  
Also present: Bob Wick from Zrimec & Wick, Molly VanderHorn from Independent Bank, Alice Rubert representing the Friends, and 5 interested citizens.
2. **Approval of Agenda:** M/S by Yocum/Geddes to approve the Agenda as presented. Motion carried.
3. **Approval of Minutes – October 11:** M/S by Yocum/Ward to approve the minutes of the October 11 meeting as presented. Motion carried.
4. **Treasurer’s Report and Approval of Bills:** M/S by Lund/Stauffer to approve checks numbered 27688 through 27701, one electronic funds transfer to the IRS, and two debits for a total of 20 automatic payroll deductions, written against the General Fund in October. Roll Call Vote: Geddes – Yes, Johnson – Yes, Lund – Yes, Stauffer – Yes, Ward – Yes, Yocum – Yes. Motion carried.
5. **Correspondence:** Miller read a nice letter from the Elk Rapids Garden Club that came with a donation of \$100. The Library received a small refund from DDA.
6. **Director’s Report:** Miller added concerns staff has regarding safety issues, including the doors downstairs being unlocked after dark and lack of adequate lighting in the parking lot and on the stairs to the bridge. Yocum said he will address Council regarding the issues at the next meeting.
7. **Friends Report:** Rubert presented her written report – attached.
8. **Unfinished Business**
  - a. **Holiday decorating party:** Committee has planned a dinner of cold sandwiches and salads and needs everyone to sign up to bring something.
9. **New Business**
  - a. **Establish bank account at Independent Bank:** M/S by Yocum/Stauffer to establish an ICS (Insured Cash Sweep) account at Independent Bank for the purpose of the expansion project. Roll Call Vote: Geddes – Yes, Johnson – Yes, Lund – Yes, Stauffer – Yes, Ward – Yes, Yocum – Yes. Motion carried.

**b. Zrimec and Wick proposal:** M/S by Yocum/Geddes to accept the proposal submitted by Zrimec and Wick to conduct a Feasibility Study beginning in November. Roll Call Vote: Geddes – Yes, Johnson – Yes, Lund – Yes, Stauffer – Yes, Ward – Yes, Yocum – Yes. Motion carried.

**c. Donor Perfect proposal:** M/S by Ward/Yocum to accept the proposal for Donor Perfect donor management software for one year. Roll Call Vote: Geddes – Yes, Johnson – Yes, Lund – Yes, Stauffer – Yes, Ward – Yes, Yocum – Yes. Motion carried.

**d. Hopkins Burns – Daniels & Zermack proposal:** M/S by Yocum/Stauffer to accept the proposal for professional services as presented in the document dated October 11, 2018. Roll Call Vote: Geddes – Yes, Johnson – Yes, Lund – Yes, Stauffer – Yes, Ward – Yes, Yocum – Yes. Motion carried.

**e. Campaign Committee update:** Karen Simpson has agreed to be the committee chair. Sarah Ward will serve on the committee representing the Library Board. Further committee development will take place as people are contacted about helping.

**f. January special meeting:** M/S by Geddes/Ward to hold a special meeting of the Board on Thursday, January 17 at 4:30 pm to hold the budget hearing, and approve the 2018-2019 amended budget and the 2019-2020 budget. Motion carried.

**10. Public Comment:** None.

**11. Board Comments:** Stauffer reported that the ad-hoc Personnel Committee met to discuss the staff evaluation of the Director. Doing so should be in the policy according to our attorney, but it is not. It also undermines the policy that does not allow staff to complain directly to the Board. For these reasons they recommend the staff evaluation of the Director be eliminated. All agreed.

**12. Adjournment:** The meeting was adjourned at 6:24 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be on Thursday, December 13 at 4:30 pm in the Library meeting room.

Respectfully submitted,

Nannette Miller