

Approved 12/12/2019

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

1. **Call to Order:** The meeting was called to order at 5:00 pm by Vice President Thom Yocum  
Members present: Diane Geddes, Thom Yocum, Jane Stauffer, Dick Hults, Chris Weitschat, Karen Simpson, Chuck Schuler. Director Nannette Miller.  
Members absent: Barb Johnson

Also present: Beth Pryde of the Friends, Paul and Paula Moyer and Jim and Gera Witte of the Capital Campaign and several community members

2. **Approval of Agenda:** Point of information from Stauffer asking for clarification on the Director contract as to what action we will be required to take. Explanation given by Yocum. M/S Schuler/Hults to accept agenda as written, motion carried.
3. **Approval of minutes:**  
October 10, 2019 minutes. M/S Stauffer/Weitschat to approve minutes as written. Motion carried.
4. **Treasurers report and approval of bills:**  
M/S Simpson/Hults to approve checks numbered 28035 through 28059 written in October against the General Fund, one electronic funds transfer to the IRS and two debits for a total of 21 automatic payroll deductions made in October. Role call vote:  
Roll call: Simpson-yes, Geddes-yes, Stauffer-yes, Yocum-yes, Hults-yes, Schuler-yes, Weitschat-yes,. The motion carried.  
M/S Hults/Stauffer moved to approve checks 2001 -2006 against the Expansion Fund.  
Roll call: Simpson-yes, Geddes-yes, Stauffer-yes, Yocum-yes, Hults-yes, Schuler-yes, Weitschat-yes. Motion carried.
5. **Correspondence:** Yocum received two notes that were written to Aaron Hill thanking him for programming at the Library . There were donations included.
6. **Directors report:** report submitted. No changes.
7. **Friends Report:** Beth Pride reported that the Friends will host a Sip and Support event at Cellar 152 on Dec 19. They are considering raising membership fee to \$10.00. They are also considering changing Fiscal year to coordinate better with local businesses.
8. **Capital Campaign Committee:** Simpson reported that the campaign has now raised \$1,800,000. They are waiting for a larger donation from the Gala. She reported on a fun event from last week at the movie theatre. The campaign is pulling together the “end of the year” giving letters.

They are planning several events with businesses in the community each month where part of proceeds will go to the campaign.

**9. Unfinished Business:**

- a. Social Media Policy. M/S Simpson/Geddes to approve the Social Media Policy. Motion carried.
- b. Budget. Yocum clarified that the budget will be provided at the January Meeting but will be voted on at the February meeting.
- c. Strategic Planning: strategic planning will be Jan 16 at 3:30pm in the Library meeting room. There will be no recording of this. Linda Adams from the Consortium will be facilitating. M/S Schuler/Geddes to have an ad hoc Committee of Simpson, Weitschat, Miller to develop a packet for strategic planning that would be more simple to follow. Motion carried.

**10. New Business:**

- a. December meeting time. M/S Stauffer/Geddes to change the time to 3:00 for the December meeting due to hosting Business after Hours from 5:00 to 7:00pm.
- b. Director Contract: During our library retreat, it was recommended that the Library Director have a contract for employment. Discussion occurred regarding the process. M/S Weitschat/Geddes to appoint an ad hoc committee to make suggestions to the board after the Library Lawyer provides an initial contract. Motion carried. Schuler, Weitschat and Simpson were appointed. It was clarified that the Lawyer is the board's lawyer not the Directors. Only Johnson or Miller can call the Lawyer. Johnson will contact the Lawyer when she returns.
- c. Charge to the Capital Campaign: suggested at Retreat that the board define responsibilities and limitations to the Capital Campaign. M/S Schuler/Geddes to appoint an ad hoc committee to develop a charge and report to board for approval. Motion carried. Stauffer, Yocum and Miller were appointed.
- d. Lease Agreement: Hults reported that we have an agreement with the Village at this time but with the substantial addition there will be more obligations on both parts. He has talked with the Village President and they are working on a lease operational agreement to take to both the board and the Village. M/S Stauffer/Simpson to approve the work towards a operational lease agreement.
- e. Torch Lake Township Funding Request: M/S Geddes/Weitschat to send letter to Torch Lake Township with our annual funding letter. Motion carried.
- f. Capital Campaign Consultant: Now that Grant and Foundation requests are going full force, the Campaign Committee would like to bring back the Fundraising consultants Zrimec and Wick to help. They are thinking 2 meetings a month at \$125.00 hour. M/S Hults/Schuler to limit a ceiling of \$500.00 a month for services from the consultants that would come from Campaign funds. Roll Call: Simpson-yes, Geddes-yes, Stauffer-yes, Yocum-yes, Hults-yes, Schuler-yes, Weitschat-yes.

- 11. Public Comment:** John Petrovich from Social Media Marketing presented a short program on enhancing Facebook to engage more people to visit and follow the Library Facebook page. Diane Richter complimented the board for having our meetings at the Township meeting room. She referred to Library minutes where it was stated that the architects are working on the

parking for the library. Is there a plan and if so what is it. The response was “ not at this time”. Discussion followed as to code requirements for parking.

Susan Calkins reported that the Friends of the Library are having a jewelry party on September 11 and 12 . They are collecting used jewelry and encouraged us to donate any that we have at the library.

**12. Board Comment:**

Yocum reminded board members to sign up to attend Village and Township council meetings. Stauffer mentioned that the DVD that Green ER purchased for the library will also be on PBS at 10:30 tonight. It is also available to be signed out at the library.

**13. Adjournment:** The meeting was adjourned at 6:05 pm by Vice President Yocum . The next regularly scheduled meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday December 12, 2019 at 3:00pm.

Respectfully submitted,

Jane Stauffer