

Approved 11/16/2017

Regular Meeting Minutes
Elk Rapids District Library Board of Trustees
October 12, 2017

1) The regular monthly meeting of the Elk Rapids District Board of Trustees was called to order by President Thom Yocum at 4:30 PM.

Members Present: Jane Lund, Jane Stauffer, Rowland Johnston, Barbara Johnson, Judy Passon, Diane Geddes, Ellen Welch, Thom Yocum and Nannette Miller, Library Director.

Members Absent: None

Also Present: Six interested citizens and Marilyn Cobb, representing the Friends.

2) Approval of Agenda

M/S by Lund/B. Johnson to approve Agenda as presented.

APPROVED

3) Approval of Minutes

M/S by R. Johnston/Geddes to approve Regular Meeting Minutes.

APPROVED

M/S by Stauffer/B. Johnson to approved Special Meeting Minutes.

APPROVED

4) Public Comment

None

5) Treasurer's Report & Approval of Bills

M/S by Welch/Passon to approve checks numbered 27249 through 27313, with the exception of voided checks that will be detailed later, written in September against the General Fund. In addition, one EFT to the IRS and two debits for a total of 20 automatic payroll deductions were also made in September from the General Fund.

APPROVED

6) Correspondence

None

7) Director's Report

Director's Report was as presented with the addition of:

Free discussion held concerning the appropriate placement of the new bird feeder

A deceased rabbit was found in the Library. It is not known how it made its entrance. The Village has been contacted concerning this situation.

8) Committee Reports

a. Policy – No Report

b. Finance- Meeting date to be scheduled

c. Planning – Recommendation of strategic plan update.

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Gera Witte and Barbara Johnson presented an overview of the Strategic Plan update and recommendations. Five key goals from the 2014 Strategic Plan were the focus. The Board is to review the information presented with more discussion to be held at the November meeting.

d. Personnel- Progress on Director Evaluation

Barbara Johnson reported that some staff evaluations have been received. The Board will receive evaluation forms at the November meeting.

9) Friends Report

Marilyn Cobb reported that the Friends annual report had been received by the Board. In addition, she shared the new board members names, a new brochure is in use and they now have 106 members.

10) Unfinished Business

a. Internet Acceptable Use Policy

M/S by R. Johnston/B. Johnson to accept Internet Acceptable Use Policy as presented. **ACCEPTED**

b. Board Binder Updates

A checklist was given to each member to cross reference with their Board Binder. If any items are missing or not up to date, check and give to the Director.

11) New Business

a. Request funding from Torch Lake Township

President Thom Yocum will send a letter to Torch Lake Township requesting funding for the Elk Rapids District Library.

b. Plan Holiday decorating party

It was decided to hold the Holiday decorating party on December 2, 2017 at 5 PM.

c. November Board Meeting

M/S by Welch/B. Johnson to cancel the November 9, 2017 Regular Board Meeting, due to circumstances beyond our control, and to hold a special meeting on November 16, 2017 at 4:30 PM.

APPROVED

12) Board Comments

Barbara Johnson shared information on the Volunteer Organization Evening.

13) Adjournment

President Thom Yocum adjourned the meeting at 5:50 PM. The next meeting will be held November 16, 2017 in the library conference room.

Respectfully submitted,

Ellen Welch Recording Secretary