

**Elk Rapids District Library Board of Trustees
Meeting Minutes
October 11, 2018**

1. **Call to Order:** The meeting was called to order at 4:30 pm by Vice President Thom Yocum.
Members present: Diane Geddes, Jane Lund, Jane Stauffer, Sarah Ward, Chris Weitschat, Thom Yocum, and Nannette Miller, Library Director.
Absent: Barb Johnson and Stuart Travis.
Also present: Alice Rubert representing the Friends and two interested citizens.
2. **Approval of Agenda:** M/S by Geddes/Stauffer to approve the Agenda with the addition of New Business, Item c. Architect proposal. Motion carried.
3. **Approval of Minutes:** M/S by Lund/Ward to approve the minutes of the September 13 meeting as presented. Motion carried.
4. **Treasurer's Report and Approval of Bills:** It was noted that the Balance Sheet, Budget vs. Actual report, and Transaction Detail report were missing from the financial report in the Board packets. Miller apologized and will put those missing reports in the Board mailboxes on Friday. M/S by Weitschat/Stauffer to approve checks numbered 27632 through 27667 written in September against the General Fund, one electronic funds transfer to the IRS, and two debits for a total of 20 automatic payroll deductions. Roll Call Vote: Weitschat – Yes, Yocum – Yes, Stauffer – Yes, Lund – Yes, Ward – Yes, Geddes – Yes.
5. **Correspondence:** None.
6. **Director's Report:** Miller updated her report with information from the DPW regarding the doors in the basement. Brad forgot about it but will call to schedule installation. He will also make sure the windows are washed. Board members wanted to see if they can find out when the Library got the old rocking chairs before deciding what to do with them. The Holiday Decorating party will be on Saturday, November 17 at 5:00 pm. Yocum appointed an Ad Hoc Decorating Party Planning Committee consisting of Geddes, Weitschat, and Ward. The Board will provide all of the food this year.
7. **Friends Report:** Alice Rubert presented the report – attached.
8. **Unfinished Business**
 - a. **Bylaws:** Amended Bylaws were presented. M/S by Stauffer/Ward to approve the amended Bylaws. Roll Call Vote: Weitschat – Yes, Yocum – Yes, Stauffer – Yes, Lund – Yes, Ward – Yes, Geddes – Yes.
 - b. **Strategic Plan/Goals Review:** Stauffer wants to conduct some Community Conversations about the Technology Goal. She will come back with a recommendation on how to proceed at the November meeting.

9. New Business

a. Torch Lake Funding Request: The President should draft the request letter when she returns. The amount has been \$3,500 for many years.

b. Director Evaluation: Stauffer will edit the evaluation instrument to reflect recent changes in the Director Job Description. She will put the forms in Board members' mailboxes. Ward commented that as a former staff member she didn't think the evaluation form used by staff was useful. Yocum appointed an Ad Hoc Personnel Committee consisting of Stauffer, Ward, and Weitschat to develop a different form for staff to evaluate the Director.

c. Architect Proposal: Miller distributed the proposal from HopkinsBurns – Daniels and Zermack for continued architectural services, which was received via email a couple of hours before the meeting. Yocum directed the Board members to read it over carefully and be prepared to discuss and act on it at the November meeting.

10. Public Comment: None.

11. Board Comments: Geddes remarked that she had concerns about the legality of putting money in CDs so she is checking with the Library Law Specialist at the Library of Michigan. She will check CD rates if she finds that it is legal.

12. Adjournment: The meeting was adjourned at 5:13 pm. The next regular meeting of the Elk Rapids District Library Board of Trustees will be on Thursday, November 8 at 4:30 pm in the Library meeting room.

Respectfully submitted,

Nannette Miller