

**Elk Rapids District Library Board of Trustees
Meeting Minutes
October 10, 2019**

- 1. Call to Order:** The meeting was called to order at 5:02 pm by President Barb Johnson.
Members present: Dick Hults, Barb Johnson, Chuck Schuler, Karen Simpson, Chris Weitschat, Thom Yocum, and Director Nannette Miller.
Absent: Diane Geddes and Jane Stauffer.
Also present: Beth Pryde representing the Friends, Paul Moyer representing the Capital Campaign Committee, three staff, and one member of the public.
- 2. Approval of Agenda:** M/S Yocum/Schuler to approve the agenda with changes as follows: Audit Report will be 4. on the agenda and Friends Agreement added to Unfinished Business. Motion carried.
- 3. Approval of Minutes:** M/S Yocum/Schuler to approve the minutes from September 12 as presented. Motion carried.
- 4. Audit Report:** Corey Bascom from Kammermann and Bascom explained the ERDL does have oversight in place and it's adequate. He stated the board's money may be better used elsewhere, as opposed to adding more safeguards and oversight, and that Nannette is doing a good job regarding oversight. The Expansion Fund must have a budget created by the end of the Fiscal year.
- 5. Treasurer's Report and Approval of Bills:** M/S Schuler/Simpson to approve checks numbered 28006 through 28034, one electronic funds transfer to the IRS and 2 debits for a total of 21 automatic payroll deductions against the general fund in September. Roll call vote: Johnson – Yes, Yocum – Yes, Schuler – Yes, Hults – Yes, Simpson – Yes. Weitschat – Yes. Motion carried.
- 6. Correspondence:** Bob Streit sent an article from The New York Times about libraries as tourist attractions. Johnson will make copies available before the board retreat.
- 7. Director's Report:** Per Marcus, the DPW will provide a dusk to dawn light, as opposed to a motion light in the parking lot. Miller answered some questions from the previous meeting. The Library has a \$100,000 Treasurers Bond and \$100,000 coverage for all staff against loss both intentional and unintentional. Because the Director has oversight and is involved in all aspects of donations to the expansion fund, and the Director is bonded, our insurance agent felt there was no exposure for fraud. Miller reported to the Board that the President contacted an attorney about an employment issue without the knowledge or authority of the Board, spending \$460. No Board member knows of an employment issue that requires the services of an attorney. M/S Hults/Schuler that no Board Member can take action individually without authority from the

Board, reaffirming that all understand and will follow the policies in place. Roll call vote: Weitschat – Yes, Johnson – Yes, Yocum – Yes, Hults – Yes, Schuler – Yes, Simpson – Yes. Motion carried.

8. **Friends Report:** Beth Pryde reported the Friends had their annual meeting on September 23 and new officers and board members were elected. They need a new membership database and are researching options. New at large member David Fosdick is looking into how to update their web presence. They have a balance of \$10,659.00 and they have paid \$12,000 toward their \$50,000 pledge to the expansion fund. Friends are planning a fundraiser called Glamour, Glitter, and Glitz for September 11, 2020. As always they need help in The Book Cellar.
9. **Capital Campaign Committee Report:** Karen Simpson reported that the Gala was very successful. They are having a Fall Catch Up on Thursday, October 24 from 5:30 to 7:00 pm at the Library. There will be a Girl's Night Out at the Elk Rapids Cinema in November, tentatively the 7th. December 12 will be a ladies night shopping night with fundraising for the Friends at Cellar 152. Mid November 2019 the CCC will focus on an end of the year fundraising push. Paul Moyer said the CCC cannot continue to operate in the current organizational reality of the Library. They asked the board to make two decisions today: 1. That the board change the Director's authority to make decisions so that all decisions are made with two other members of the CCC, Karen Simpson and another person of the board's choosing; 2. That this new approach begins with the Program Director position. Donors are asking for specific information about the Program Director and future programming and because Karen couldn't articulate specifics about what will happen in four or five years they are losing funding. They need a strategic plan.
10. **Unfinished Business**
 - a. **Social Media Policy:** Simpson presented an addendum she wanted added to the policy. The text of the addition will be sent to the attorney for review. Tabled.
 - b. **Patron Grievance Policy:** M/S Yocum/Hults to approve the Patron Grievance Policy and Procedure. Motion carried.
 - c. **Friends Agreement:** M/S Hults/Yocum to approve the Friends Agreement as presented. Motion carried.
11. **New Business**
 - a. **Brokerage Account:** The Friends of the Library will open the brokerage account to accept stock. Donated stock will be sold immediately and the Friends will write a check to the Library for the proceeds less any fees. Ann Bollinger from Independent Bank will attend the November 14 meeting to talk about earning more interest on our funds.
 - b. **STEM Kit Policy:** M/S Yocum/Hults to approve the STEM Kit Policy as presented. Motion carried.
 - c. **Meeting Location:** M/S Hults/Yocum that the meeting location be changed to

the Government Center beginning with the November 14 meeting. Motion carried.

d. Strategic Plan: Discussion will continue at the Board retreat.

e. Program Coordinator Position: Discussion will continue at the Board retreat.

12. Public Comment: A question was asked about the CCC responsibilities. A suggestion was made that the CCC provide programming ideas to the Director and brainstorm. A staff person said the discussion about there not being enough support for the campaign from the Director and staff must stop, and the CCC should support the Library when asking for funds. She also recommends that all meetings be recorded, not just regular Board meetings.

13. Meeting Adjourned at 7:14 pm.

Respectfully submitted,

Chris Weitschat and Nannette Miller

The next regular meeting of the Elk Rapids District Library Board of Trustees will be held on Thursday, November 14 at 5:00 pm at the Government Center, 315 Bridge St., Elk Rapids.