

Elk Rapids District Library Board of Trustees
April 14, 2022, 5 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

Approved 5.12.22

1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Michael Weber, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults, and Nancy Wonch

Members absent: Kopkau

This meeting is being held in person at the Elk Rapids Governmental Center. There were 4 people in the audience at the start of the meeting

2. Approval of Agenda :

Add to New Business: May 12th regular meeting time change as item 8d

MOTION: by Pollister Amos/Wonch to approve the agenda as amended
Motion carried.

3. Public Comment:

No one wished to speak

Stephenson introduced Nancy Wonch as a new board member from Milton Township.

4. Trustee Education: Board members watched a video about library strategic planning.

5. Consent Agenda

The purpose of the Consent Agenda is to expedite business by grouping non-controversial items together to be dealt with by one board action without discussion beyond asking questions for simple clarification. Any board member may ask that any items on the Consent Agenda be removed and placed elsewhere on the agenda for discussion. Such requests will be granted. If an item is not removed, the Consent Agenda is approved by a single board action

A. Minutes: March 10, 2022 (Secretary noted correction under 8b but there was no correction)

B. Minutes: March 23, 2022 Special Meeting

C. Treasurer's Report and Approval of Bills

D. Personnel Committee Notes: March 17,2022 and April 11, 2022

E. Finance Committee Notes: March 17,2022 and April 11, 2022

MOTION: Motion to approve the consent agenda as corrected by Atkinson/Hults.

Kopkau: absent

Weber: Yes

Wonch: Yes

Pollister Amos: Yes

Hults: Yes

Atkinson: Yes
 Simpson: Yes
 Stephenson: Yes
 Motion carried.

6. Correspondence:

A letter from Grass River Natural Area thanking us for approval for the funds for the Becky Travis Memorial. Stephenson also noted some expansion funds donors had requested reimbursement. That report will be in next month's agenda

7. Unfinished Business

A. Recognition Policy that was presented at the March meeting

MOTION: by Pollister Amos/Wonch to approve the recognition policy as written as of today's date.

Motion carried.

B. Appoint Interim Director

The personnel committee met with Aaron Hill on Monday April 11, 2022 and discussed the jobs he will be doing and what he requested for a wage increase. Hill said if he is still the interim director after six months, we should have a conversation about a possible raise. The personnel committee recommends hiring Aaron Hill as the interim director at a rate of \$27.50/hour. He will continue to work part time.

MOTION: by Pollister Amos/Stephenson to appoint Aaron Hill as Interim Director with an hourly wage of \$27.50 and an agreement to review the wage rate if he is still in the position after 6 months.

Hults: Yes

Pollister Amos: Yes

Weber: Yes

Kopkau: absent

Stephenson: Yes

Atkinson: Yes

Simpson: Yes

Wonch: Yes

Motion carried.

C. Hire Contract Bookkeeper

Atkinson said the finance committee met April 11, 2022, to discuss hiring of a bookkeeper.

Laura Savoie stepped forward and this will be a good review of what the job will entail. This will be an interim plan.

MOTION: by Atkinson/Pollister Amos to hire Laura Savoie at \$25.00/hour as a bookkeeper
 Stephenson stated the in reviewing the auditor's paperwork, they asked us every year to segregate the bookkeeping from the library director. We've never had problems, but it's wise of the board to follow the advice of the auditor. We will put a process into place. Atkinson stated we got bids on doing these services outside and it would be about \$1000/month. Atkinson explained that the finance committee is recommending a separation of duties with Aaron Hill approving bills, the board approving bills to be paid other than those listed as standard, 2 board members signing

checks, Laura doing bookkeeping, and Mike Weber doing reconciliation of bank accounts.

Roll Call:

Simpson: Yes

Wonch: Yes

Hults: Yes

Atkinson: Yes

Kopkau: absent

Pollister Amos: Yes

Weber: Yes

Kopkau: absent

Stephenson: Abstained as a conflict of interest as Laura is his wife.

Motion carried.

Atkinson said they would like to outsource payroll to streamline the accounting system. This can be done by Integrated Payroll for \$65/pay period. Then, it's an annual fee for W2s. Weber asked if this will be reviewed when we hire the new director. Yes.

MOTION: by Atkinson/Wonch to hire Integrated Payroll for \$65.00/pay period to outsource payroll

Roll Call

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

Stephenson: Yes

Simpson: Yes

Weber: Yes

Hults: Yes

Kopkau: absent

Motion carried.

D. Board Goals FY 2022-2023

Stephenson said these was discussed at the last board meeting.

1. We are going to do the needs and values assessments which will take up a lot of time.
2. We will continue to update all board policies – continuing to do on per meeting
3. We will explore the idea of separating payroll and bill paying duties as recommended by the auditor.
4. We will put the audit out for bid next year (2023-2024)
5. Hire a new director.

Pollister Amos suggested we keep pushing through the old policies and noted that Director Miller's procedure for "simple" policies was to have Attorney Anne Seuryneck review them and provide an updated policy for roughly \$250.00. Weber suggested doing the work ourselves rather than having the attorney review. Pollister Amos noted if we did that, then we wouldn't know what may have changed and what needed to update. Weber understood.

MOTION: by Pollister Amos/Hults to approve the five goals.

Motion carried.

E. Committee Appointments

Stephenson suggested appointing Mike Weber to the finance committee.

MOTION: by Pollister Amos/Stephenson to approve the appointment of Mike Weber to the finance committee.

Motion carried.

8. New Business:

A. Renew Donor Perfect

Stephenson explained why this software should be kept and why it's useful. Atkinson agreed.

MOTION: by Atkinson/Weber to approve \$2003.40 for the donor perfect software to be paid for out of the Heffer fund.

Roll Call:

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

Kopkau: absent

Stephenson: Yes

Simpson: Yes

Weber: Yes

Hults: Yes.

Motion carried.

B. Draft Emergency Management Policy

Board members were presented with this policy, and they will review this and then discuss and vote next month.

C. Draft Library of Things Policy

Director Miller removed from the agenda as staff has not reviewed yet

D. Next Board Meeting Time Change

Due to a Rotary event at the Marina Pavilion that several board members will be a part of, we would like to move our meeting to 3:00 pm. The meeting will move the May 12th regular meeting from 5:00 pm start to 3:00 pm start so members can be available to help with the Rotary event.

MOTION: by Pollister Amos/Wonch to approve a 3:00 pm start time for the May 2022 meeting.

Motion carried.

9. Director's Report

As presented by Hill which augmented the report created by Miller that was in the packet.

Hill said his goal is to provide stability at the library, to help find a good candidate and prepare the library for a smooth transition. Hill said he's gotten a lot of support from his colleagues and he's looking forward to a smooth spring and summer. Weber asked Hill about the credit card being canceled. Hill explained why this was done.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson
Discussed previously

B. Finance Committee: Atkinson, Pollister Amos, Stephenson (now replaced by Weber)
Discussed previously

11. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, Atkinson
No meeting

B. Director Search Committee: Pollister Amos, Chair
Notes aren't ready from the meeting that happened yesterday. All the people on the committee are great. We will meet every Wednesday at 11 am at the Governmental Center Township board chambers. It was a unanimous decision to look for a consultant to help with the search. The committee is asking for permission to interview consultants and an interview is scheduled for a consultant to potentially help with this search on Monday April 25, 2022. The meetings will be public and posted. We want to be as transparent as possible. Stephenson asked about a budget for this. Pollister Amos said we will have to pay 20-25% of the salary of the director we hire for the consultant and are asking for a potential budget of \$25,000.00. The long-term goal is to come back to the board with the 3-5 very best director applicants for the board to consider. Stephenson stated that the Personnel Committee has been working on this since February when we became aware of Director Miller's plans to retire.

C. Strategic Planning Committee: Stephenson/Weber, Co-Chairs

Review Survey: Stephenson described the survey questions and how they will be presented and testing the flow. The questions come directly from MCLS (Michigan Collaborative Library Services) and this committee chooses the ones to use in what order. We don't have a link to share right now because we are in the process of making changes. We will send out a test link to the survey to the board, and then, once it's approved, we will create the paper survey and QR code and press release and a letter to the donors.

12. Friends Report

As presented by Camille Campbell, co-chair of the Friends of the Elk Rapid District Library
They have approximately \$84,603.00 in their account and they were previously committed to donating \$50,000.00 to the library expansion. The Friends purchased a large wind chime for Director Miller's retirement. They are excited to work with Grass River on the Becky Travis Memorial. Update on the Book Cellar. Update on the PR committee - they are updating and launching the Friends website hoping for a May launch, Viola Shipman (a very popular Michigan author) is coming to speak. Books and Brews is Sept. 15th. We are up to 120 members. The big news is the revised gifts policy and the operating account, and the investment policy were both approved by the board. Next meeting is April 25th at 4 pm.

13. Public Comment: Same rules as previous public comment

Gabby Hill thanked the board for the memorial fund as today is Becky Travis' birthday.

14. Board Comments:

Hults thanked Atkinson for the updated and easily understood P&L & Balance sheets. Hults thanked Miller for all her years of service, most recently through difficult times. Other board members concurred.

Pollister Amos said she was pleased to see so many librarians from the area at Director Miller's retirement party. It's a small community, some of whom came from a great distance to attend. Linda Adams gave us some great advice and the people from the Kalkaska library were raving about our new hire, Kate Buckner.

15. Adjournment

Meeting adjourned by order of the chair at 6:04 pm.

Respectfully,
Julia Pollister Amos
Secretary, Elk Rapids District Library