

**Elk Rapids District Library Board of Trustees**  
**January 12, 2023, 5 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 2/9/23

**1. Call to Order:** By President Tom Stephenson at 5:02 pm

**Members Present:** Liz Atkinson, Tom Stephenson, Emily Petrovich, Dick Hults, Mike Weber and Dan McAuliffe.

Members absent: Julia Pollister Amos, Nancy Wonch, both excused

Also Present: Director Pam Williams, ER Schools Superintendent Julie Brown, Aaron Hill and two other audience members. This meeting is being held in person at the Elk Rapids Governmental Center.

**2. Approval of Agenda :**

Changes:

Add Special very short Closed Meeting Session between Public Comment and Consent Agenda

Add: Committee Assignments

**MOTION:** to by Atkinson/Weber to approve the agenda as amended.

Motion carried.

**3. Public Comment:**

None.

**4. Closed Session as permitted under Section 8(e) of the Open Meetings Act**

Stephenson explained that this session was being called specifically to share information with all members of the board before sharing it with the public later during this meeting.

**MOTION:** by order of the chair to go into closed session at 5:08pm

Members of the public were asked to leave the room, expecting session to last 10 minutes

Director Williams & staff member Aaron Hill attended the closed session with the board.

**MOTION:** by order of the chair to come out of closed session at 5:18pm

Stephenson told the public that they would be informed of the discussion held in closed session later in the meeting.

**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 of December 8, 2022

B. Treasurer's report and approval of bills

**MOTION:** by McAuliffe/Weber to approve the agenda

Roll Call:

Atkinson: Yes

Stephenson: Yes

Petrovich: Yes

Pollister Amos: Absent

Hults: Yes

Wonch: Absent

Weber: Yes

McAuliffe: Yes

Motion carried: 6-0, 2 absent

## **6. Correspondence:**

Stephenson said we will be reaching out to Torch Lake Township, as we like to ask for the amount they put in their budget for the library. And the state is going to have a broadband tour and the libraries are going to be eligible for money for training. There will be a meeting in TC. Linda will be reading out to co-op directors.

## **7. Unfinished Business:**

A. MERS: ( Municipal Employees Retirement System)

The personnel committee met on 1/06/2023 and discussed adopting MERS for full and part time employees. This would be an opportunity for part time employees to invest retirement money at no cost to the library and at low service fees and would provide a unified program for the library to follow in the future. They are recommending that that the board approve the adoption of MERS.

**MOTION:** by Weber/Atkinson approve Personnel Committee recommendation that we set up MERS for full and part time employees. Full Time Director will be the only employee that will receive a match per her hiring agreement.

Roll Call:

McAuliffe: Yes

Weber: Yes

Wonch: Absent

Hults: Yes

Pollister Amos: Absent

Petrovich: Yes

Stephenson: Yes

Atkinson: Yes

Motion carried: 6-0, 2 absent

## **B. Library Card Policy**

Williams made changes to the policy and those were sent out in the packet and then more changes were made. We want to respect the taxpayers by using their money use wisely. There should be exclusives for residents including Overdrive/Libby. We have 20 hot spots and they can

be checked out for a week. We thought it would be wise to keep that to our residents since it costs us \$120/each per year. We also want our Chromebooks to only be checked out by residents.

**MOTION:** by Hults/Weber to approve the library card policy as presented by Williams  
Motion carried.

*(Note from the secretary who was absent from this meeting. Our procedure has been to provide a written copy of a proposed policy change at a meeting, allow board members to thoroughly digest and then vote on it's approval at the following board meeting. IMO this should be on the February agenda for action.)*

### C. Credit Card Policy

Williams said a credit card was approved at our last meeting, but in the language, it was approved to be set up at Alden State Bank but they don't have an application for a business account. There are other banks that have business cards where we could get benefits that would benefit the library.

**MOTION:** by McAuliffe/Petrovich to approve the credit card authorization language to allow Williams to apply at other financial institutions.

Roll Call:

Atkinson: Yes

Stephenson: Yes

Petrovich: Yes

Pollister Amos: Absent

Hults: Yes

Wonch: Absent

Weber: Yes

McAuliffe: Yes

Motion carried 6-0, 2 absent

## 8. New Business:

### A. Safety and Well Being of Children Policy

Williams discussed the policy we are writing because we have a lot of after school programs. We want to have a policy in place to explain what the standards are. Children under 6 must be always with a caregiver. 7-9 can attend but the caregiver must be on the grounds. 10 and over are able to be left at the program without a caregiver on the grounds. Williams asked members to review for discussion at the next meeting.

### B. 2023-24 Budget

Williams passed out the budget and payroll as well as a budget narrative. Williams went line by line and discussed the budget. Williams asked about using Heifer funds or using Fund Balance funds to balance the budget. Atkinson talked to the Milton assessor about taxable value, and it will be a significant increase in the millage. Stephenson said we have a contingency fund that can be used for operations. Williams will transfer from Fund Balance. We knew going into this because we knew we were paying our director more because we were expecting more. If we can track our costs, it will come out fine. Regarding payroll, Williams provided a sheet about

employees and the rate they are at. Personnel committee is recommending a 3% raise and the number reflects that. Williams will adjust her Legal budget and then she will have a clean version for review. Williams said there is a balance at the Village for the exterior maintenance of the building.

#### C. Committee Assignments:

Per Stephenson Petrovich wants to join the personnel committee, Stephenson will be removed and McAuliffe will join the building committee and Atkinson will be removed. Wonch will also be added to the strategic planning committee.

### 9. Director's Report

As presented by Williams

Williams said we had a great December. We had two weeks without programming. We had a Christmas potluck, and we have a great staff. We are doing a whole day of strategic planning Feb. 15th. We are working on book labels and locations. Discussion of Lit Kit backpacks that we made a grant application to Rotary for. These are popular everywhere and we are excited to add them to our collection. The sensory table arrived today. Thanks to the Friends for that. It's amazing. We are cleaning out spaces and tying up loose ends. Board members got a bookmark showing all the programming for the month. We are starting after school programs that start this month. This month we are starting with gravity and ramps. We are working on a schedule and authors and writing sessions going on in libraries in Antrim County. Update on Libby sharing with other libraries. Hill provided statistics. The new one he provided is showing use by municipality. There has been a large increase in our OPEC search for the online catalog. We attribute this to use from the middle school. Hill also discussed our Facebook reach.

### 10. Standing Committee Reports

#### A. Personnel Committee: Pollister Amos, Atkinson, Stephenson, Williams (discussed out of order after Strategic planning committee report)

Stephenson said during the 1/3/2023 committee meeting it was brought to our attention that Williams has new accounting templates that showed us that we approved a 6% raise last year, but former Director Miller gave everyone basically an 11% raise. The budget that was approved included the 11% so it balanced. To bring things back into alignment, the committee recommended that instead of giving a full cost of living, the board should approve a 3% raise instead of 8%. We talked to our lawyer right away and there isn't much to do. Our employees are where they should be and all were unaware of this. There's not a lot we can do about it legally, Miller was our director then, but isn't now. Moving forward, we are still consulting the lawyer a little bit but we can only claw back six months and that would become a morale issue so we recommend that we stick with the 3% raise. We want to be transparent. When we hired a new director, we expected that we'd find a few things and hopefully this is the last one. Weber pointed out that Williams and the personnel committee agreed 3% lands right where the employees should be.

*(Secretary's note, the board will need to vote to approve the 3% at our next meeting)*

#### B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson said the committee met, but she doesn't have the minutes. Should those be sent out or

should that be a part of the packet? Williams suggested putting it in the packet. We discussed the MERS and payroll outsourcing. We talked about annual audit and decided to stay with the current auditing firm to see if we can get those costs down. We will be meeting with Doug Vancura from the DDA to discuss the capture that costs us +/- \$6,000.00 We also discussed segregation of duties. We will meet again shortly. Williams and Weber met after the financial committee meeting. We talked about Williams finding her feet and Weber will pop in every quarter to help the board understand and lower the costs. Atkinson said there would be some sign off for the auditors. Weber said yes. There will be another follow up meeting shortly. Stephenson commented that the DDA capture is often not applied to libraries so it is worth discussion with them to see if we can get it discontinued. Weber shared that at his meeting with Williams they decided to share/compare quarterly and continue to define a policy of the procedures that will be provided to the auditor.

### **11. Ad Hoc Committee Reports**

A. Building Committee: Hults, Stephenson, Atkinson

No meeting

Hults welcomed McAuliffe to the committee.

B. Strategic Planning Committee: Stephenson, Weber

This is done right now until the meeting on Feb. 15th.

### **12. Friends Report**

As presented by Camille Campbell

None

### **13. Public Comment:**

None

### **14. Board Comments:**

None

### **15. Adjournment**

**Meeting adjourned by order of the chair at 6:22 pm.**

Respectfully,

Julia Pollister Amos

Secretary Elk Rapids District Library Board