

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

Approved 8.11.22

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

Members Present: Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults, Mike Weber and Dave Kopkau

Members absent: Wonch, excused

Also Present: Interim Director Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There are 2 people in the audience.

2. Approval of Agenda :

MOTION: by Atkinson/Kopkau to approve the agenda
Motion carried.

3. Public Comment:

No one wished to speak.

4. 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: June 9, 2022
- B. Treasurer's Report and Approval of Bills
- C. Director Search Committee Notes

MOTION: by Hults/Weber to approve the consent agenda

Roll Call

Kopkau: Yes

Weber: Yes

Pollister Amos: Yes

Hults: Yes

Wonch: Absent

Atkinson: Yes

Simpson: Yes

Stephenson: Yes

Motion carried 7-0

5. Correspondence:

Stephenson spoke with Linda Evans of Northland Library Coop. She would like to come and speak with our board about digital literacy and grant funding. Weber said there was a nice note in the ER News about the library complimenting the children's programs. Stephenson said he's received some nice comments from people on the street about the library. Pollister Amos stated she very much enjoyed watching program director Kate Buckner read to kids on the library lawn.

6. Unfinished Business:

A. FOIA Policy: Hill discussed the policy and the forms that would be used. This is a regular update and revision received from our attorneys. Weber asked about the type of requests that could come to the library. These would be internal and about the library such as old minutes or financial records.

MOTION: by Pollister Amos/Weber to approve the FOIA Policy.

Motion carried.

7. New Business:**A. Circulation Policy (Discussion)**

Hill asked the board to look at this policy since we offer a library card at no charge to all residents in our district. The division of who must pay for a library card and who doesn't can be confusing. He would like to add all of Antrim County as no charge cards. Is the library in our community just for those residents who contribute financially or is it a resource to those who visit us? Pollister Amos agreed that it should be a resource for all people who visit us. Hill discussed options. Pollister Amos suggested removing item #3 from the policy. Weber asked how a migrant family could access the library. Hill said if they have a valid ID, they can check out materials. Otherwise, there are many services they can use for free. Pollister Amos suggested making a change to ID Card or driver's license – removing the requirement that it be Michigan. All agreed. A citizen from the audience asked if a person could use a computer without showing their ID and get directions to print a gun. Yes. Kopkau said why not include that using a library computer must require an ID. Hill said he can add this to one of the current policies – either the internet policy or the circulation policy. We will vote on the circulation policy with the proposed revisions at our August meeting.

B. Community Survey (Discussion)

Stephenson said we got 460 responses and 522 comments. Weber said he was struck by the number of comments. He's interested to see how the data comes out during the crunching process. Next steps are personal interviews (41 done) and community interviews which will be done the last week in August. The data collection should be done by the end of September.

8. Director's Report

As presented by Hill

He and Kate Buckner will attend a webinar regarding marketing programs for the library. Kid's Club is set up with a library card for each child. The annual audit was completed on June 29th. This is on track. Hill said Story Time has been very popular with 20-30 kids each time. Received 5 more hot spots in the mail. They have been all checked out consistently. We now have 20, which is more than many libraries in our area. Summer Reading kicked off last week. We will

have coffee at the library now.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Stephenson, Atkinson

Personnel committee hasn't met but will in August since it's on our annual schedule that we should consider any suggested changes to our director evaluation process. We used a new form last year and most comments were that it was better than before. We have also received another idea for evaluations from our consultant. All board members were sent out the proposed updated director job description and no additions or revisions were suggested so it will be included in the next board packet and voted on August 11th.

B. Financial Committee: Schuler, Pollister Amos

No report. We will be meeting at the end of August/September.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Atkinson

No meeting

B. Director Search Committee: Pollister Amos

We had 21 applicants for this position. The consultant sent us portfolios for the 6 he deemed the best fit for us. At our meeting yesterday, the 6 were reduced to 4. On July 20, we will do a meet and greet ZOOM with two candidates. The other two will be on the 27th. On August 10, we will meet with the consultant and hopefully narrow it down to two and those will be recommended to the board for final interviews. It's been great to have staff, people from the community, the school and the Friends on the committee giving diverse input. Hults asked about the demographics of the candidates and where they were from. Pollister Amos said we cannot discuss that because their applications are private. Pollister Amos is proud of the committee's hard work and the committee is very pleased with the kind of applicants we've gotten.

Strategic Planning Committee: Stephenson, Weber

Stephenson said he and Weber met and they would like to work with the Friends to organize community meetings at the town halls and get the invitations out. We did personal interviews.

The committee members are not allowed at the meetings. Weber said he loved the process. The people he spoke with were very passionate.

11. Friends Report

As presented by Camille Campbell

They met on June 27th. Our treasurer's report was approved. Bacon gave her report on the community needs survey progress. Our director search committee member gave an update. Our Book Cellar is doing well. The volunteers have exceeded the goal for the year as of the end of May. More than \$10K has been raised. The PR committee is promoting our upcoming event, which is the event with Viola Shipman on July 20th. She encouraged everyone to buy tickets to this event since it's a big deal for our community. 73 tickets have been sold already. Our first meet and greet was a success but she would like to see board members there. Next meeting is July 25th. Stephenson will come to that meeting to discuss the survey.

12. Public Comment: Same rules as previous public comment

No one wished to speak.

13. Board Comments:

Kopkau asked if we had addressed the concern from the audience regarding getting information on making guns on the library computer. Ms Richter responded that she thought so. Hill will look at our policies and see if we can update it/them to make sure an ID is given for use of the computers.

Hults said he did a spot check when riding his bike and made an unannounced visit to the library. When he came into the library it appeared that no one knew who he was, and the staff was lovely.

14. Adjournment

Meeting adjourned by order of the chair at 5:50 pm.

Respectfully,
Julia Pollister Amos
Secretary, Elk Rapids District Library Board