

**Elk Rapids District Library Board of Trustees
Regular Meeting
January 11, 2024, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 2/8/24

1. Call to Order: By Vice Chair, Dick Hults at 5:00 pm

Members Present: Liz Atkinson, Dick Hults, Nancy Wonch, Julia Pollister Amos and Dan McAuliffe.

Members absent: Stephenson, and Weber, excused.

Also Present: Director Pam Williams, AD/IT Aaron Hill, Laura Savoie, and Emily Spielbaugh

2. Approval of Agenda:

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

3. Public Comment:

Emily Spielbaugh, a new employee at the library, was introduced by Williams and spoke about herself.

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 of regular meeting December 18, 2023

B. Treasurer's Report and Approval of Bills

MOTION: by Wonch/McAuliffe to approve the consent agenda.

Roll Call

Petrovich: Yes

Wonch: Yes

Hults: Yes

Atkinson: Yes

McAuliffe: Yes

Pollister Amos: Yes

Stephenson: Absent

Weber: Absent

Motion carried 6-0, two absent

5. Correspondence:

Williams said she's had good reaction to upcoming meetings.

6. Unfinished Business:

A. Winter Hours: Williams asked for approval to change the hours to Monday-Thursday 10 am until 6 pm. Friday: 10 am to 4 pm. Saturday: 10 am to 3 pm. Sunday: 10 am-4pm.

MOTION: by Pollister Amos/Wonch to approve the winter hours
Motion carried.

B. Gifts and Donations Policy: Williams said this is a policy we looked a couple months ago and now we have the returned policy from the attorney. There is a lot of talk in the policy about naming and we have some additional work to do. This is on the agenda for the finance meeting also. There is a mention of endowment fund, but that should come out until we have an endowment fund. This protects us so we don't get a gift with strings attached. This was last reviewed in 2016. We will work to have action on this at the next meeting.

7. New Business:

A. 2024-2025 Preliminary Budget: Williams passed out hard copies for review. This is the first presentation of the budget. Our millage will be coming in higher than what we collected last year due to higher property values. There are no areas of big differences this year except for the millage income. Reimbursements spent and paid was described and what it's used for. Williams will meet with the finance committee regarding the budget. Payroll went up \$3K. We worked on our hours and did not have much overlap. Wonch asked if there would be things we would spend money on if we purchased the building? Are there things that go toward expenses that are associated with the current library building? Pollister Amos explained how this is noted in the budget. Hults said we would need to add insurance for the new building too. There will be a budget hearing meeting in February.

B. Communication Team Update by Petrovich

The CORE team of Communications, Development + Marketing Leadership Team have been continuing to meet on Tuesday mornings. This includes Mark Morrow of the Breton Group, Rachel Jarosz of Olive & Evergreen, Board members, Friends of the Library members, and Library staff members.

We continued our "one-on-one" conversations with several community leaders. People continue to be interested in and committed to the community and the potential library project.

Although no new contributions or pledges came because of those conversations, all individuals expressed interest in staying informed and getting involved after the project is revealed, a funding plan is decided upon, and the pre-campaign feasibility study begins.

The CORE team continued to work with staff and board to receive and understand the new building design from Quinn Evans. This included a follow-up meeting after the presentation in December that allowed us to discuss the public January meetings. Invitations were created and

designed for the special board meetings in January, and we drafted project-specific questions and answers that will likely arise during these (2) public meetings.

We plan to reconvene immediately following the meetings on January 15 and 16 and develop the next steps for communication with the community, continued engagement with community leadership, and beginning to think through the proposed feasibility study process and timetable.

Important work that the board will be required to complete in this interim time is to determine what portion of the new building design will be attempted (phases) and the funding plan for its financial support. This is likely to include private fundraising and the potential for public bonding.

Library Communications:

- Started on design concepts for 1000 Books.
 - Made updates on library website pages that needed updating (home page and new building page). Visitors can now access new building updates from the home page.

January Overview:

- **New Building:**
Support communications as needed, will attend the Tuesday (1/16) meeting and assist with Q&A
- **Library Communications:**
I will be meeting with Pam & Kate later in January to develop plan around the 1000 Books program.
 - Determine timeline around branded email addresses for the remaining library staff (and maybe board members)

8. Director's Report

As presented by Williams and Hill

Stats: Hill – Facebook engagement is up, 238 middle school books checked out to date. Circulation type is 77% books. Circulation by municipality is 51% Elk Rapids, 22% Milton, and 7% Torch Lake with the balance being other.

Staff:

We have a new staff member, Emily Spielbaugh. She will work the circulation desk on Monday nights and Fridays on a regular basis and will be focusing on adult services at other times of the week. We are thrilled to have Emily join our team of librarians.

Programs: 34 events covering all ages

Regular programming

- Story Time
- Tech Help
- Knitting

- Book Club
- Pokémon

Special Programs:

- Destination Story time Jan 12th 10:30 Art and Connection
- Knitting and Crocheting classes
- Minecraft: Aaron - A World at the Library
- Cookbook Club
- Adult Craft
- Jr Book Club: PAX by Sara Pennypacker
- Adult and Teen Shrinky Dink craft
- Write Here, Write Now Jerry Dennis, nonfiction in Bellaire.

Updates:

Working on Inventory: Hill reported that we have over 20,000 items with a value of \$458,000.

Williams discussed the upcoming meetings on the 15th and 16th and the things she wants to cover and the format. There will be an introduction of Quinn Evans and then we will have a Q&A session. We wanted it to be an open forum so the public could speak. Then, people will mingle and look at the building. Pollister Amos asked if the meeting on Monday is at 6, not 5 pm? (yes) Hults asked regarding the presentation boards, is this the rendering? Williams said yes. It's the first draft preliminary design.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich
No meeting

B. Financial Committee: Atkinson, Pollister Amos and Weber
There was no meeting. Next meeting is next Wednesday and we have several topics to discuss.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Weber, McAuliffe
Hults reported there is a question about the title and when it will be cleared. Pollister Amos asked if stuff is being taken out of the building. Williams said yes, they are working on it. Atkinson asked if the heat is on? Williams said she will make sure it's on and up for the meeting on the 16th.

B. Strategic Planning Committee: Stephenson, Weber, Wonch
No meeting

11. Friends Report

As presented by Camille Campbell.

There was no meeting in December. Campbell was notified on short notice that the Friends provided books for 24 children for Christmas for the Community Cupboard. Pam and Kate helped and within 10 days it was all put together. Thank you for your help!

12. Public Comment:

None

13. Board Comments:

Pollister Amos said if you didn't read what Pam sent out regarding the financial status, we should all know what these answers are if we are asked a question.

Hults said the seller's finance company is anxious for a closing date.

14. Adjournment

The meeting adjourned by order of the chair 5:43 at pm.

Respectfully,
Julia Pollister Amos

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