

**Elk Rapids District Library Board of Trustees**  
**Regular Meeting**  
**February 9, 2023, 5:05 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 3.9.23 w/spelling correction on page 4

**1. Call to Order:** By President Tom Stephenson at 5:05 pm

**Members Present:** Liz Atkinson, Tom Stephenson, Emily Petrovich, Nancy Wonch, Mike Weber, Julia Pollister Amos and Dan McAuliffe.

Member Absent: Dick Hults

Also Present: Director Williams, Aaron Hill and one person in the audience at the start of the meeting

**2. Approval of Agenda:**

**MOTION:** by Wonch/Atkinson to approve the agenda as amended to add new item B

Discussion. Pollister Amos suggested creating a separate line item B for approval of closed session minutes. Wonch requested correction on her attendance at the meeting.

Motion carried as amended.

**3. Public Comment:**

None

**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. Approval of Minutes of January 12, 2023, Board Meeting

1. Correction - remove Wonch as being present

B. Approval of Minutes of Closed Session Board Meeting held on January 12, 2023

Correction - remove Wonch as being present

B. Treasurer's report and approval of bills

**MOTION:** by Atkinson/McAuliffe to approve the consent agenda as amended

Pollister Amos: Yes

Petrovich: Yes

Hults: Absent

Stevenson: Yes  
McAuliffe: Yes  
Weber: Yes  
Atkinson: Yes  
Wonch: Yes  
Motion carried 7-0, 1 absent.

**5. Correspondence:**

The Friends report was provided via email from Camille Campbell. There was also a meeting between Williams, Julie Brown, and Bill Donberg regarding the ways we can serve Title 1 students and partner with them to better serve the students.

**6. Unfinished Business:**

A. Approval of 2023/2024 Budget: Action Items

**MOTION:** by Wonch/Weber to approve the budget as presented in the budget hearing held just before this meeting.

Discussion: Pollister Amos suggested amending the motion to include approval of the 3% pay raise that was discussed at the last meeting.

Motion amended by Wonch/Weber to approve the budget which included approval of a 3% raise for the staff as discussed at our January meeting.

Roll Call:

Petrovich: Yes  
Stephenson: Yes  
Pollister Amos: Yes  
Hults: Absent  
Weber: Yes  
McAuliffe: Yes  
Wonch: Yes  
Atkinson: Yes  
Motion carried: 7-0, 1 absent.

B. Safety of Children Policy – presented in the packet

Wonch asked regarding if a motion is needed.

**MOTION:** by Wonch/Petrovich to approve the Safety and Well Being of Children Policy.

Discussion: Wonch said when she was a Sunday School teacher, they had training for child protection. I'm wondering if we have a similar set up in the library for the protection of both children and staff. Williams said it's not in a written policy, but we don't have any kind of one on one with a child happening at the library. Perhaps this is something that should be written down. Wonch and Williams discussed how best to add to the policy and potentially update the employee handbook. Weber asked if there is any liability for employees if they should hold a child's hand when guiding them, or, if the children become disruptive. Williams said it should be added to the policy that it's a hands off approach.

**MOTION:** by Wonch/McAuliffe to table the previous motion for further discussion at the March meeting.

Motion carried.

C. Approval of Circulation Policy – presented in the packet

**MOTION:** Motion to approve by Wonch/Weber.

Discussion. Pollister Amos said this policy is different from the one presented last month. Weber said there are costs to a wide open policy, and it is worth the cost. Pollister Amos said we have a lot of transient workers here. There are a lot of ways to look at this, but it's a public library and if someone needs access to what we have, it's the right thing to do to provide access. If it starts to become a problem, then we discuss it. Wonch said if our fundamental objective is literacy, we cannot promote that if we shut down access. We can't vote on this tonight anyway because much of it is new. Take it home and review.

**MOTION:** by Wonch/Weber to table the policy until next month's meeting.

Motion carried.

**7. New Business:**

A. Welcome new team members

Stephenson welcomed McAuliffe and Petrovich. Village council will be approving Petrovich for a 4 year term at their next meeting.

B. Election of Officers

**MOTION:** by Wonch/Atkinson to elect the same slate of officers.

Tom Stephenson, President

Dick Hults, Vice President

Julia Pollister Amos, Secretary

Liz Atkinson, Treasurer

**MOTION:** by Wonch/Atkinson to approve the reelection of the officers by acclamation.

Motion passed by acclamation.

C. Adoption Annual Calendar

This will be put together for review at the March meeting.

D. Set Meeting Schedule

All agreed that meetings will continue at 5:00 pm on the second Thursday of the month.

Topics of interest – shall continue trustee training? Yes, we need to put that back on our agendas.

**8. Director's Report**

As presented by Williams

Williams discussed the on-boarding of Petrovich and McAuliffe. There is library board training through Library of Michigan. Williams will send links for these out if you'd like to take these courses. There will be strategic planning with the staff on February 15<sup>th</sup>, the library will be closed that day. Two staff members wrote grants for educational stipends. \$1500 was received for them to go to the Library of Michigan for Spring Institute conference in Ann Arbor.

Williams discussed the after school programs. A new bookmark was passed out showing the programs for this month. We have started our summer reading plans. It will be called All Together Now.

The Friends of the Library Square System will keep track of the cash. The goal is for that to happen with our staff if they are collecting donations or cash that comes in. This will take about a month to be fully integrated. The website is coming along. We got a book donation from the United Way to celebrate Martin Luther King Day, but we got them too late to use for that day so they will be used at other times. Williams was asked to be on search committee for the new Village Manager. Williams met with the chamber and was asked to serve on the chamber board. She's very excited to serve in that capacity with the board's permission. Board members agreed that they support that kind of community collaboration.

Williams has met with Art Rapids and Art and Connection. We are working on ways to better serve Title 1 children this summer. Kate is working with Norte for story time at Rotary Park on Thursday mornings Newton's Road will be happening on Saturday at the Dam Shop. She will be on vacation next week, Aaron will be in charge.

Wonch asked about the Galentine's event. Williams said these adult community events fill up quickly. If we had more space, we could easily expand them.

Hill provided statistics for the month regarding use including tech help. There was a huge increase in the number of WIFI usage in January. Over 30 people have come in for Tech help. Stephenson reported about a possible tech help program that our ERHS Rotary Interact students are considering. Hill said he'd be interested in more information on that program.

## **9. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

There has not met, but Pollister Amos will schedule a meeting to start talking about evaluations that will take place in June. If there are suggested employee handbook changes, we could discuss them as well.

B. Financial Committee: Atkinson, Pollister Amos and Weber

They have not met so there is nothing new to report. There will be a meeting soon to discuss the DDA Capture dollars that we have been charged.

## **10. Ad Hoc Committee Reports**

A. Building Committee: Hults, Stephenson, McAuliffe

Nothing to report but Stephenson thinks they need to have a meeting soon.

B. Strategic Planning Committee: Stephenson, Weber, Wonch

We are waiting for MCLS to finish their staff input on February 15<sup>th</sup> staff meeting and then work will be begin again.

## **11. Friends Report**

As presented via email by Camille Campbell – (Stephenson read this email during the meeting)

A quick update of what we have going on follows:

-- Friends are purchasing a digital picture frame & banner to promote ongoing activities for the Friends at community events and to use in the library to showcase donations to the library from the Friends.

-- In 2023 The Friends will send dated membership cards with expiration dates. This will make it clear to members when their membership expires and allow local businesses who offer promotions to the Friends an easy way to track members.

-- Upcoming Fundraising Events Friends, Floral and Fun at Pine Hill Nursery April 20th from 4-7 PM cost to be \$25.00.

The Wine and Wade Author Event will be rescheduled for June 22. More details to follow.

Next Friends of Library Meeting March 27th from 5:00-6:00 pm.

Pollister Amos reminded the new board members should join the Friends.

**12. Public Comment:**

None

**13. Board Comments:**

None

**14. Adjournment**

**Meeting adjourned by order of the chair at 5:47 pm.**

Respectfully,  
Julia Pollister Amos

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