

**Elk Rapids District Library Board of Trustees
Regular Meeting
March 9, 2023, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 4/13/23

Note: minutes follow the agenda

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.

Members absent: Hults

Also Present: Director Williams, Aaron Hill and Friends liaison Camille Campbell

Audience: none

2. Public Comment:

None

3. Trustee Training: Intellectual Freedom – from United for Libraries: Short Takes for Trustees – this was discussed further under 7c

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.

Correction to minutes: spelling of “manger” to "manager" on page 4

Add approval of budget hearing minutes as item a) and move treasurers report and approval of bills to item c)

- a) Minutes of budget hearing of February 9, 2023
- b) Minutes of regular February 9, 2023 as corrected
- c) Treasurer's report and approval of bills

MOTION: by Wonch/Atkinson to approve the amended consent agenda

Roll Call

Pollister Amos: Yes

Petrovich: Yes

Hults: Absent

Stephenson: Yes

McAuliffe: Yes

Weber: Yes

Atkinson: Yes

Wonch: Yes

Motion carried 7-0, Hults absent.

5. Correspondence:

Stephenson said we had an offer regarding broadband infrastructure for the entire county and part of the requirement is the provider, Great Lakes Energy, would provide funding for digital literacy training. Stephenson made a suggestion to them to provide the training through libraries. There was a discussion with Linda Adams of Northland Co-op and a letter of intent was signed for \$5K for a grant for us to participate.

6. Unfinished Business:

a) 2023-2024 Board Meeting Dates and Goals:

Stephenson presented the following list of Goals.

- GOALS:**
1. Continue trustee training and education monthly
 2. Review/Modify/Implement Strategic Plan based on the Strategic Planning Process with MCLS - Stephenson asked Williams about the meeting with the staff and MCLS looking at library strategies/goals. Williams said we should get feedback from the meeting soon. He's asking for end dates. Williams said we are at the mercy of MCLS. In her mind, by June, you should have a strategic plan you could approve. (Increasing the visibility of the library in rural areas of the district will be part of the strategic plan)
People want to know what's going on at the library
 3. Update library policies as needed
 4. Complete the Fiber Optic installation project before Memorial Day - Weber said if the deadline for broadband is for Memorial Day, should we set dates for other accomplishments? We have a goal for this installation, but implementation depends on them. Williams will continue to follow up.
 5. Look at the expansion/ building options and establish a fundraising campaign if needed - We are getting pressured to look at the capital campaign again now that we have a strategic plan in the works so the building committee is looking at this. Pollister Amos asked if we would like to come up with a new name for the capital campaign or keep it as is. Stephenson suggested coming up with a new name.

MOTION: by Wonch/Weber to accept the Board Goals/Objectives for 2023/2024
Motion carried.

b) Adoption of Meeting Schedule and Annual Calendar

On May 11th there will be a meeting regarding the state literacy funding in Traverse City. Williams will be there for digital literacy training. Pollister Amos suggested moving that meeting from May 11 (since both Stephenson , Williams and perhaps some board members will be at the

meeting in Traverse City) to May 12 at 5 pm.

Pollister Amos said there will be a director evaluation in June and the director will also work on staff evaluations in June. This needs to be added to the June calendar. There is a lot going on in June.

MOTION: by Wonch/Atkinson to modify the monthly meeting dates to move the May 11th meeting to May 12 at 5 pm and approve the calendar as modified.

Motion carried.

C. Circulation and Library Card Policy

Williams said this was tabled because we wanted to look at the language about residency so the change is that anyone who owns property or is renting or living in the library district area can obtain a patron card. Other people without residency can obtain a guest card and neither card will be charged a fee. (Surrounding areas charge for guest cards). Pollister Amos asked how long before you can be considered a resident. Anyone can get a card with this policy for free. Pollister Amos asked if we have a transient working living here for three months and they have a child who wants a Chrome book to take home can they? Williams said yes. Pollister Amos asked what the real difference is between #1 and #2. Williams said #2 is people who live in other library districts, for instance Kalkaska or Traverse City, and want to use our library. They can't get a hot spot or some of our e-content. They can't get the things we buy for our patrons directly unless it's not checked out. Stephenson said he was concerned about the hot spots getting checked out by other patrons from other libraries. Hill did some research on our hot spots. Hill said one point of concern of our residents was that they pay for the hot spots and want them to be available when they need them. So, Hill looked at hot spot use by three criteria and looked at how many active users are out of district. We only had three patrons in the past year that met those criteria. Hill discussed each use and two of the three would be covered under our new policy. Pollister Amos asked when checked out how long can they keep them for? One week and can be checked out consecutively as long as they are available. Weber asked how many transitory workers are guests of the library? Hill said he feels they are underrepresented and guessed there may be just a couple households. Weber said he strongly supports giving transitory people all the access. Pollister Amos said Wonch put it best when she stated "if we are supposed to promote literacy, we should do that". Stephenson said we need to communicate to the rural areas that we have this available. Williams stated that we need the people who know this population to let us know what they need. Pollister Amos said it's also young struggling families, not just transient workers. Conversations need to keep happening. Wonch asked if we need a motion to take this off the table?

MOTION: by Wonch to take the original motion off the table to approve the circulation policy. Weber said not yet please. Williams said this has already been approved. Williams said we can keep talking about it. We do have the most liberal circulation policy around because you're not charging for out of district cards. Stephenson said the budget is \$200 for cards and the cost used to be \$40. It's not making income and it's preventing access. Wonch said she looked at the minutes from last month and we tabled the circulation policy. Williams said the month before it was approved.

MOTION: by Wonch to reconsider. Williams asked to have the wording for the policy. Wonch

said she wasn't here in January. Pollister Amos said she and Wonch weren't here when the policy was presented and it was approved the same meeting, which is shouldn't have been. It was presented in January and approved in January when our normal procedure is to present a new or updated policy at a board meeting, give members a month to consider it, and then have it on the next agenda for approval. In February, she saw it had been approved and asked to have it put on the February agenda again where it was put on the table. It's on the table until you take it off. Weber wants to continue discussing.

MOTION: by Wonch/Pollister Amos to remove this from the table.
Motion carried.

Weber discussed his concerns. Williams said some people need time to return items so they aren't turning people off to the library by pushing too hard on those returns. The library never fines for being late, it fines/charges for not returning the item.

MOTION: by Wonch/Weber to approve the circulation policy amended as of today's date.
Motion carried.

7. New Business:

A. Chain of Lakes Foundation

Stephenson reported there has been a proposal that all taxing entities in the immediate area form a foundation because it would make it easier to go after funding and he has been asked to push it out. Milton Township, Elk Rapids Village, Elk Rapids Township, the Elk Rapids Downtown Development Authority (DDA) , Elk Rapids Schools, Elk Rapids District Library and Antrim County would be the entities. The idea has gotten good reviews. The Elk Rapids Chamber of Commerce would be the grant writer. Rotary Charities is pushing this by throwing out a \$150K grant. During considerations for a lot of the funding coming up, they may get preference if you have at least two governmental entities collaborating. Weber asked if this is centralizing grant expertise and cooperating. Yes, you can apply as a group. One of the things the group would do is put their strategic plans together and determine the highest priority. It must be in the top five priorities of the group. It would help to open the door. Since the library board is one of the more professional boards in the area, they looked to us for help. Wonch said it makes it better to demonstrate broad impact and enhance our competitiveness in grant getting. Pollister Amos asked members to read through it and offer suggestions. Weber asked why would anyone vote not to do this? Pollister Amos said it could be time and effort. Stephenson asked for input and our thoughts on the idea and wants to have it shared with others.

B. Appoint Investment Officers, Select Auditor, Banks and Insurance Carrier

MOTION: by Pollister Amos/Wonch to appoint Atkinson as the investment officer and to keep all current bank accounts, the auditor, and insurance carrier.

Roll Call:

Petrovich: Yes

Stephenson: Yes

Pollister Amos: Yes

Hults; Absent:

Weber: Yes

Wonch: Yes

Atkinson: Yes

McAuliffe: Yes

Motion carried: 7-0, Hults absent.

C. Materials Selection Policy

Williams presented our current policy from 2016. It's a good time to look at it to make sure we are covered. She'd like to discuss it with Foster Swift to get a recommendation on updating it but would also like our questions. Weber discussed his concerns with language in the policy.

Williams said she thinks we should revamp the form that patrons request for reconsideration of books, especially the questions asked and Williams has suggestions. Pollister Amos discussed her concern about age and when a book can be checked out without parent permission. Williams said it's a fine line. Schools have different values that they have to abide by than a public library. We can review after we see what Foster Swift says.

8. Director's Report

As presented by Williams

Staff

Strategic Planning with Staff update – it was a great team building day. MCLS was wonderful to work with.

Programs

- Bookmark – the monthly update
- Dam Store/Newton's Road 60 plus people came through – Newton's Road is a great partnership
- All sign up programming (crafting/making) are always filled to capacity (16 max because of small space) – discussing with Art & Connection about using use their space
- Story Time Sessions happen regularly 2x a week. Averages 18 per session – outside is an option in the summer, and perhaps field trip story times in the fall
- Tech Help still popular, formal tablet classes are being scheduled
- Look for a houseplant and seed swap in April – perhaps an outside plant swap later on
- Back packs funded by Elk Rapid Rotary starting to come in and she expects them to be very popular

Updates

- Website in the polishing stage – hoping for early spring launch
- Relabeling our collection to make them more uniform
- Moving the collection
- Phone system upgrade quotes: we have a grant from Northland Co-op that will be used to pay for the new phone system
- QuickBooks online version: Tech Soup discount cost is \$75.00 per year.
- Integration of Libby in Atrium – Aaron is working on it

Collaboration

10,000 grant was approved from the Grand Traverse Rotary (*was this actually Rotary Charities?*) for “Write Here, Write Now” an Antrim County literacy project. Partnering with Bellaire Library, Michigan Authors, Crosshatch and Art and Connection - want to incorporate

teenagers - will start in July

- Linda Adams from Northland Co-op: digital literacy project
- Library Director Meeting: talk of increase in book ban requests

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

Pollister Amos said she and Atkinson are working to have the Personnel Committee meeting and Finance Committee Meetings back to back. Personnel will discuss what evaluation form we will use in June and if we want to make additions to the employee handbook.

B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson reported that there are several things that the Financial Committee needs to discuss. We hope to schedule the meetings in early April.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, McAuliffe

Stephenson said they will meet next Tuesday. It will be posted on the website. The windows are a big concern in the building. We need to start looking at what we can do for maintenance. The Village has a budget for the Island House and Williams has asked them to consider developing capital improvement plan for the building. Stephenson said we are looking at a campaign to move forward planning to expand the library or other possible alternatives. We will build the plane first before we try to fly it.

B. Strategic Planning Committee: Stephenson, Weber, Wonch

Stephenson said Wonch will bring a plan to look at. The community enjoyed the meetings.

11. Friends Report

As presented via email by Camille Campbell.

The Friends are meeting in Zoom through the winter. We have two things coming up: please buy tickets for Flowers Friends and Fun April 20th that will be held at Pine Hill. Wine, Women and Wade (Viola Shipman) is June 22nd. All money for events goes to support the library. If you want an email with a QR code to purchase tickets contact Camille.

12. Public Comment:

None

13. Board Comments:

Stephenson officially welcomed Petrovich.

14. Adjournment

Meeting adjourned by order of the chair at 6:38 pm.

Respectfully,

Julia Pollister Amos

Secretary, Elk Rapids District Library Board