

**Elk Rapids District Library Board of Trustees  
Regular Meeting  
May 12, 2023, 5:00 pm  
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

**1. Call to Order:** By President Tom Stephenson at 5:01 pm

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

Members absent: none

Also Present: Director Pam Williams, Aaron Hill and Friends Treasurer Laura Savoie

**Approval of Agenda:**

Stephenson asked to add Discussion of Capital Campaign

**MOTION:** by Wonch/Atkinson to approve the agenda with the addition.

Motion carried.

**2. Public Comment:**

None

**3. Trustee Training: ChatGPT** – Aaron explained many things that AI could have on society in general. It was enlightening.

**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 April 13, 2023

B. Treasurer's Report and Approval of Bills

**MOTION:** by Wonch/Hults to approve the consent agenda by Wonch/Hults

Roll Call

Petrovich: Yes

Wonch: Yes

Hults: Yes

Atkinson Yes

McAuliffe: Yes

Pollister Amos: Yes

Stephenson: Yes

Weber: Yes

Motion carried.

### **5. Correspondence:**

Congratulations to Petrovich for being named in the local newspaper as a five under 40 leader in the community.

Stephenson talked about a discussion with Doug Levey regarding possible building site locations regarding building and zoning.

### **6. Unfinished Business:**

A. Strategic Plan: Williams discussed the progress of the strategic plan with Lissa Croll. This is coming along, and the first draft should be ready in June. We are working on a measurement plan as to how we are meeting goals and we are setting and matching activities and goals. Much of what is left is behind the scenes things that work with staff. It is about 100 pages right now.

#### **B. Chain of Lakes Foundation**

Stephenson said there was a meeting last week. We looked at bylaws and input must be turned in by Sunday and then we will await the second draft.

#### **C. Banking**

Williams said per the board's request, this was completed today. We closed the Independent Bank account and opened a new CDARS account at Charlevoix State Bank. We've started CDs. \$400,000 of fund balance was put into a CD also. We have enough budget on hand in liquid accounts in Alden and Fifth Third Bank. Everything is protected by FDIC and we will earn more money.

#### **D. Capital Campaign Discussion**

Stephenson said it would be wise to look at the money donated to the Capital Campaign since it was tied to the expansion of the library at the Island House. If we did anything other than this, we need to contact those donors. When we offered to refund the money, some people said just build a library. I'd like permission to start searching for someone to reach out to our donors with the question of if they would like the money returned or continue with a new site if this becomes a possibility. Hults asked if we should ask for funds back from those who removed their money? Bacon said this is a whole new ball game and it's like starting over. In the same way you offered people the return of their money, you've been able to solidify the needs of the community, and this is our plan, are you with us? Then, go to the next group and on to the next. Pollister Amos said we need the advice of an attorney first and then someone else would make the calls/letters about the money. Pollister Amos suggested finding a new name with a different phrase since it has some negative connotations. Wonch said to address the concern of getting a third person stranger making contacts, we take step one and get advice from an attorney. The goal will be to get those who donated to the restricted fund to collaborate with you on the new plan and support the library, not simply the island house. Wonch said it would behoove us to make these calls ourselves.

**MOTION:** by Pollister Amos/Weber to give Stephenson authority to contact an attorney to get advice on how we should make contacts to donors who contributed to the previous Capital Campaign.

Discussion.

Roll Call:

Stephenson: Yes

Petrovich: Yes

Weber: Yes

Wonch: Yes

Amos: Yes

Atkinson: Yes, and if we have to have a special, I can do that

Hults: Yes

McAuliffe: Yes

Motion carried

## **7. New Business:**

### **A. Security System**

Hill said we upgraded our phone system to a VoIP system. As a part of that our security system was hooked up to our land line. It's apparent to us it's time to upgrade this in the next 30 days. We got a new quote from Johnson Controls and EPS and Summit Fire Protection. They are in the process of creating those quotes and they should come back within the next week.

### **B. Summer Reading**

Williams said this will be a great summer and many things you haven't seen before. Every age group will have a challenge. Teens will be given Chamber Bucks and adults will be getting bookbags we create. We are hoping to promote having kids read every day. If they do 40 days, they will get a big prize. If they get 20 days, they get a free book. They turn their form in mid-August. In addition, we will have a family game night every Monday. Tuesday will be make and take days. Thursdays will be a teen program called Teens Try. Fridays will be story time on the lawn. Kate is doing special work with the schools. There will be a kids club at the library in the day program and she's working with Norte with Bubbles, Bikes and Books. Our reach will be wide this year. In July we will have a community drum circle. Mermaid is coming for Harbor Days. We are getting brochures ready at the library. This will be mid-June through Harbor Days.

## **8. Director's Report** As presented by Williams

### **Staff**

- Cindy Caravino resignation

### **Programs**

- Book Mark – stop in to pick one us
- Memorial Day presentation: Jim Ribby
- Digital Scanner Rental We rented a digital scanner kit so people can scan pictures or documents. We are going to plan some scanning events and talk about archiving digitally. Update on idea of hosting a digital collection on our website. We are the only Library in Michigan with an onsite scanner. Considering an idea of hosting a digital collection on our

website

### **Updates:**

- Phones – getting used to the new phone system.
- Security upgrades: collecting quotes
- Banking: moved money into cd's as reported above
- Magazines: eliminated uncirculated that are found on Libby, added new ones per Patron requests.

We removed Value Line as it wasn't being used much. For the number of people using it, it wasn't worth the cost.

- Building: Ken Hicks collecting quotes

. Update on building issues with the village regarding replacing the windows. We had water coming in on an internal wall and problems with the roof. Williams asked for a three year plan regarding with windows that could be replaced over three years. Stephenson said he talked to the Village and when the person was in the attic, there is a double roof and part is shake roof and there is also old knob and tube wiring that could be live. Hults suggested having the village have someone look at that (Kevin Lane) and make sure it's been de-energized.

Weber said kudos again to the community engagement Williams is creating at the library. He suggested creating a physical activity community coordination downtown since we have so many kids at the park and beach. Williams said this isn't really in the library realm but more in parks and rec. Pollister Amos said if Parks and Rec had a schedule, that could be posted at the library.

## **9. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

Pollister Amos said individual committee members returned the director evaluation suggestions and so did Williams. These will be condensed, and we will get together and discuss. We will be ready to talk with Pam by the end of June.

B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson discussed the DDA Capture opt out. Stephenson reached out to Ann Sczyrnek. The library millage is exempt once the bonds are retired in 2024. So if the DDA choose to renew, they would have to notify us and at that point, we could opt out. Should we send a letter now to the treasurer, clerk and DDA? Stephenson suggested doing it now and then following up later.

**MOTION:** by McAuliffe/Wonch to have a letter created to opt out of the DDA Capture and sent to the Village and the DDA.

Wonch: Yes

Amos: Yes

Atkinson: Yes

McAuliffe: Yes

Stephenson: Yes

Petrovich: Yes

Weber: Yes

Hults: Yes

Motion carried.

## 10. Ad Hoc Committee Reports

### A. Building Committee: Hults, Stephenson, McAuliffe

Hults said we've been checking on the viability of the Traverse Bay Manufacturing building.

**MOTION:** by Hults/Wonch to appropriate \$10,000 to enter into a contract with the owners to buy six months of time to keep us an option until we can discern if we can buy the building. Discussion. Hults said it's a well-built building. Much of the space that can be used for the library, but other space could be used for the community so we could have another funding mechanism. We aren't saying we are buying it; we are saying we are buying time and if we buy it, we can work that into the deal. Weber asked where the money would come from? Heifer funds. Williams said it's listed in the strategic plan that we are looking for a place for the library. Stephenson said the Village is also looking at the Ames Street Project and this could be an anchor in that area. The library would own the land and the building. Weber asked about the cost per square foot of the building. The going rate for new construction is \$400-450/sq foot. This would be half the price of new construction. The building has all the essentials such as plenty of electric power, has Village water and sewer. It is one level accessible and has 16 ft ceilings. It's 3.2 acres of land. Pollister Amos said she doesn't want people to think we are jumping ahead but we are being proactive in looking at options. It is centrally located in our district. Weber asked how we will make sure the money is well spent. Hults said he will make sure it's done. Atkinson said this is dovetailing what Stephenson is doing with the donors.

Roll Call:

Atkinson: Yes

Petrovich: Yes

Hults: Yes

Wonch: Yes

Weber: Yes

Stephenson: Yes

McAuliffe: Yes

Pollister Amos: Yes

Motion carried.

### B. Strategic Planning Committee: Stephenson, Weber

This will be ready in June and will come to the committee first.

## 11. Friends Report

As presented by Sharon Bacon.

The Friends met in April via hybrid meeting. We didn't have a finance report due to illness. For some time now, the Friends have been rolling over our CDs into better investments with Edward Jones. At this point, all the money we pledged to you is invested and earning over 5%. Looking ahead, we hope to be a critical player in a future campaign and when the decision is made, we want to make a new pledge and be a significant leadership donor. We are continuing to collect used jewelry for our 2024 fundraising event. In addition, we discussed Pam's request that we provide additional support for programming next year for \$9,500.00 and we are excited to do that. The book cellar is overflowing with books. That will change when the buyers get back in balance with the donors. We have purchased aprons to identify our Book Cellar volunteers to help keep

their clothes cleaner. They are also available for purchase for \$25 each. Karin Beery has been doing a great job as our PR person. Bacon thanked Petrovich for all her efforts and she's glad to see her on this board. Our newsletter is a monthly report now. Update on membership drive coming next month.

**12. Public Comment:**

None

**13. Board Comments:**

McAuliffe said thinking about the site and the Ames Street plan, that would be a really great opportunity.

Wonch said she has a new proposal for the library regarding having a free advice session called Best Foot Forward for teens for how to effectively apply for scholarships. She would volunteer for this. Wonch said they don't know what they don't know. Williams said the Teen Advisory Board is meeting next week.

Hults thanked members for the vote to move ahead with holding the building.

Pollister Amos said she wanted to thank Hults for all the time he's spent looking at particular sites for the library. Members thanked Hults.

Stephenson said he's trying to get the Harbormaster to come talk to the library so we could potentially use the pavilion in case it rains.

**14. Adjournment**

Meeting adjourned by order of the chair at 6:28 pm.

Respectfully,

Julia Pollister Amos