

Minutes of the Elk Rapids District Library Board of Trustees
Regular Meeting
June 8, 2023, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629

Approved July 13, 2023
Note: minutes follow the agenda

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

Members Present: Liz Atkinson, Tom Stephenson, Mike Weber, Julia Pollister Amos and Dan McAuliffe.

Members absent: Petrovich, Hults, and Wonch, excused

Also Present: Director Pam Williams, IT Aaron Hill and Friends chair Camille Campbell

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

Public Comment:
None

3. Trustee Training – Marketing Strategies - Williams discussed some of the new things. *Tristan Tries*. Library employee Tristen Ferguson has been showing the public that they can learn to do things by reading a specific library book that teaches new skills. Afterward he posts his results on Facebook and Instagram. MCLS (Michigan Collaborative for Library Services) used his idea on a webinar to showcase marketing efforts. He will be doing some other *Tristan Tries* here at the library this summer and he will also be doing Family Game nights here.

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 May 12, 2023
- B. Treasurer's Report and Approval of Bills
- C. Building committee minutes May 25,2023 and June 5, 2023

Secretary corrections on minutes: update spelling of CDARS. Also correct spelling of Lissa.

MOTION: by Atkinson/Weber to approve the consent agenda

Roll Call:

Pollister Amos – Yes

Petrovich – absent

Hults – absent

Stephenson: Yes

McAuliffe – Yes

Weber - Yes

Atkinson: Yes

Wonch: absent

Motion carried

5. Correspondence:

Stephenson said we have reached out to our attorney at Foster Swift to schedule a Zoom meeting with the building committee to consider buying time to have an option on considering a building in the future and to discuss any potential issues with the current lease. Some members took a tour of a potential building.

Stephenson and Williams will be attending the Village Planning Committee meeting to present our finished strategic plan. Once approved, the plan will be available to the public.

6. Unfinished Business:

A. Strategic Plan

A copy of the 100 page document has been provided, as well as a condensed version. A third document was also created for year by year what we want to work on. This will evolve and as we change, things will change. This was also presented to the strategic planning group.

MOTION: by Pollister Amos/Weber to approve the strategic plan as presented

Discussion. Weber asked about the comment that says the Friends may have expanded scope or influence. What is this? Williams said we've asked them to provide additional funding for the programming that is new. We see them being more involved. It's a collaboration of the Friends and staff together at events. We want people to see the Library and the Friends as one. Campbell clarified that the Friends are moving to a general funding amount for support instead of being driven by specific item requests. Atkinson complimented Williams on all the work. Pollister Amos said this document is well done and is inclusive for our small community. MCLS, the community and the staff did a great job. The more people that read it the more they will understand the work that went into it. Stephenson said he and Williams will go before the district's municipalities to present this officially. Stephenson said he's done many of these strategic plans and often, before it's in print, the group is already working on the plan. He sees that happening here.

Roll call:

Petrovich: absent

Stephenson: Yes

Pollister Amos: Yes

Hults: absent

Weber: Yes

McAuliffe: Yes
Wonch:absent
Atkinson: Yes
Motion carried.

7. New Business:

A. Tax Rate Request 2023

Williams said this is required from the MI Department of Treasury saying we do want the tax money.

MOTION: by Atkinson/McAuliffe to levy for the December 1 tax roll for the full allowed amount of .4931 mils as indicated on the rate request form L4029.

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

B. Building Committee Appointment

Stephenson said the building committee is getting busy and I want to surround myself with people smarter than me. It was suggested that a good thing to do would be to add Camille Campbell to our building committee.

MOTION: by Pollister Amos/McAuliffe to approve adding Camille Campbell to the building committee

Motion carried.

8. Director's Report - as presented by Williams

Staff:

Jody Wilson has joined our staff as a circulation librarian. She comes to us with a variety of experiences in our libraries. We are excited to welcome her to our team.

Programs:

Summer reading activities begin on June 16 with a bubble party kick off.
Summer Reading Challenge sheets are available now at the library or online.
Special Event this month is Tuesday June 27, 4:30-6 Great Lakes Humane Society "Meet and Read to Rover" dog event.

Updates:

Security upgrades: Still collecting quotes because of some delays
Banking: Already made more interest

Building: Ken Hicks still collecting quotes, windows are being quoted by zones, roof quotes being looked for as well, door and steps still awaiting replacement

Insurance will be paid this month and only went up \$2.00

Looking to begin the audit process

The garden club came and spiffed up our garden. They also agreed to pay for the planter this year. A tree was removed some time ago and now it will be replaced by the beautification committee. We appreciate all these organizations do to keep our area beautiful.

Statistics: – as presented by IT Aaron Hill

Internet usage is up considerably- the equivalent of 1,700 hours on a Zoom meeting.

Most of this usage is web traffic. Stephenson asked if there was a slow down in the system and Hill said occasionally but not a big problem but that will be improved after fiber installation.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

Pollister Amos said we have added up the responses from the committee members on potential evaluation questions. We are on track to be able to do our first evaluation. We will tweak if we need to.

B. Financial Committee: Atkinson, Pollister Amos and Weber

No meeting. Nothing new to report. Everything is on track. We are getting ready for the audit and hope that we can reduce the cost. This can go out for bid in the future. Williams commented that she is doing her best to get everything ready so that it takes less time. The audit is scheduled for a full day in house.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, McAuliffe

Stephenson said they met twice and made our proposal on the building to put in an option bid purchase of time to delay the sale of the building until we can complete our due diligence and get community input. The option was rejected. They came back with a list of things they would like to happen. We will make a counteroffer. This should be ready tomorrow and look at it next week. We had another building tour and will do more visits.

B. Strategic Planning Committee: Stephenson, Weber, Wonch

They just met today and the plan was presented and the plan was approved today. This will be a good instrument as we move forward.

11. Friends Report by Camille Campbell.

We are working on our budget for next year. We are preparing our membership letter to mail out to all people who were members in the past. It will be clear that the annual \$10.00 fee is for one year. Membership cards will also be provided and businesses can use those to offer discounts to members. The nominating committee is working on the list for the board for next year. We've had a couple really nice donations that were surprises.

12. Public Comment:

None

13. Board Comments:

None

14. Adjournment

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

Respectfully,
Julia Pollister Amos

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