

Elk Rapids District Library Board of Trustees
March 10, 2022, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

Approved 4.14.22

1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Liz Atkinson, Nancy Wonch, Michael Weber, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults, and Dave Kopkau

Also Present: Director Nannette Miller and Laura Savoie, representing the Friends of the ERDL. This meeting is being held in person at the Elk Rapids Governmental Center. There are 7 people in the audience at the start of the meeting

2. Approval of Agenda :

MOTION: by Pollister Amos/Hults to approve the agenda

Motion carried.

3. Public Comment:

No one wished to speak.

4. Guest Speakers:

a. Julie Brown: Superintendent, Elk Rapids Schools

Brown gave an update on the bond process. She gave a presentation on the improvements and the phases for the high school and middle school construction plans.

b. Dan Whisler, Architect from Daniels and Zermack LLC:

Whisler was part of the original design team for the proposed library house expansion. The main focus of their firm is financial institutions and libraries. They were part of the team that were hired in 2016 to develop an expansion strategy. He gave background on that. He encouraged the board to be of one mind going forward and have consensus. When talking about libraries today, the space should be all on one floor and he discussed the reasoning behind that. The needs assessment is very important and will provide the foundation for where to go from this point forward.

Stephenson asked regarding the library of 2015 and now are very different. What are you seeing now for Covid safe libraries? Whisler said we are now deploying better HVAC systems that help neutralize the virus. Beyond that, a robust media system that will handle Zoom meetings and two way communication is important.

Stephenson asked about having more STEM type activities? Whisler said yes we are making them as technology rich as we can.

Hults asked if we moved from Plan A to Plan B, what is the best criteria for a site. Whisler said they have a site selection checklist. There maybe someone willing to donate land, but if it's 10

miles out of town that may not be a prime location. A highly visible location is paramount. The village is the central location of the district. You want the library to be near other generators of traffic so people can group their activities together.

Weber asked what percentage of square footage is dedicated to books? I'm guessing it's getting smaller. Whisler said thirty years ago, it was probably a third, today it may be about 25% depending on the library. He also shared that libraries require 150#/sq foot of carry versus a parking ramp that requires 60#/sq foot. Book stacks are heavy.

Hults asked about the 8100 sq foot facility they are currently designing and what is the population for that library. Whisler said this is in Superior Township and total population is about 65,000 people. The site is 3.1 acres. We have 40 parking spaces planned. There is a drive up book return as well. The cost is about \$4.6 million. Construction costs are going up 5-6% annually and labor shortage issues continue. Be thankful you aren't building right now, but you will be well positioned to go forward once things settle down with the supply chain issues.

5. 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: February 10, 2022
- B. Minutes: March 1, 2022, Special Meeting
- C. Treasurer's Report and Approval of Bills
- D. Becky Travis Memorial Project Committee Notes

MOTION: by Simpson/Wonch to approve the consent agenda

Pollister Amos: Yes

Simpson: Yes

Hults: Yes

Stephenson: Yes

Kopkau: Abstain

Weber: Yes

Atkinson: Yes

Wonch: Yes

Motion carried

6. Correspondence:

Governor Gretchen Whitmer sent a letter to our library thanking the institution for its hard work over the last two years and celebrating March as Reading Month. Pollister Amos read the letter.

Stephenson said he got an email from Greg Tasker. They are doing an article on the hotspots, and he will send it along.

7. Unfinished Business:

A. Employee Handbook: Amendments

Pollister Amos discussed additional suggested changes with board members.

Under Personal Leave: first paragraph, Add back “Unused hours of personal leave are lost at the end of the year.” and delete “~~All accrued leave will be lost upon resignation or termination of the employee.~~” Under Termination/Resignation: Retirement is added to the header to now read Termination/Resignation/Retirement and add “Employees who retire or resign with proper notice will be paid all of their unused accumulated paid time off. Employees who are terminated or resign or retire without proper notice will forfeit any unused, accumulated paid time off.”

MOTION: by Pollister Amos/Kopkau to approve the Employee Handbook as amended
Roll Call:

Simpson: Yes

Stephenson: Yes

Pollister Amos: Yes

Hults: Yes

Weber: Yes

Kopkau: Yes

Wonch: Yes

Atkinson: Yes

Motion carried.

B. Strategic Planning Proposals from MCLS (Midwest Collaborative for Library Services).

Stephenson said there was a discussion about putting a timeline into the proposal and MCLS did that since we are doing a 6 week survey study. We can add option 2 if we determine that is needed later in the process. We have until later in May to make that decision. A strategic planning committee will be developed next week to go over the survey questions. We want to get this out to the community as soon as possible.

Hults asked if they were able to stick to the July 31st deadline and was told yes if everything gets done on time.

Wonch asked for clarification that this was just for Option 1.

MOTION: by Kopkau/Hults to approve Option 1 of the Strategic Planning proposal from MCLS

Roll Call:

Hults: Yes

Pollister Amos: Yes

Simpson: Yes

Weber: Yes

Wonch: Yes

Atkinson: Yes

Kopkau: Yes

Stephenson: Yes

Motion carried.

8. New Business:

A. Appoint Investment Officer

MOTION: by Pollister Amos/Simpson to appoint Atkinson as investment officer

Weber: Yes

Wonch: Yes

Stephenson: Yes

Hults: Yes

Atkinson: Yes

Kopkau: Yes

Simpson: Yes

Pollister Amos: Yes

Motion carried.

B. Select Auditor, Banks, and Insurance Carrier

Discussion of options. Suggestions to stay with current providers

MOTION: by Simpson/Wonch to approve Kammermann and Bascom as Auditors, Alden State Bank, Fifth Third Bank, Huntington Bank and Independent Bank as Banks; and Michigan Municipal League as Insurance Carrier.

Roll Call:

Pollister Amos: Yes

Stephenson: Yes

Hults: Yes

Kopkau: Yes

Simpson: Yes

Weber: Yes

Atkinson: Yes

Wonch: Yes

Motion carried.

C. Board Goals FY 2022-23

This is a discussion to start the conversation and we will decide on goals next month.

Suggestions were:

1. We are going to do the needs and values assessments which will take up a lot of time
2. Continue to update all of the board policies – continue doing one per meeting
3. Explore the idea of separating payroll and bill paying duties and less responsibilities for the director, separation of duties has been noted by the auditor.
4. Put the audit out for bid for next year. (2023-2024)

D. Recognition Policy

Miller said this policy was last reviewed in 2015 and was never updated to reflect the capital campaign. Miller read from the current policy. She doesn't believe anything has to change to this policy at this time. Members will review this policy and we will decide on any changes and vote on it next month. Next month we will have the Disaster/Emergency policy in our packets for review.

9. Director's Report

As presented by Miller

Employee update. On March 18th the library will be closed for a staff in-service for ½ of the day and the remaining part of the day will be for cleaning and organizing storage areas. There was a donation from a citizen of \$2,000 for something for the children's room. An extra wide chair and lamp were purchased and we will put it in the alcove. There is money left over to buy some cushions. Certification of population report was received and it notes that we have a net gain of 50 people for a population served total of 5,482 . Elk Rapids Twp is 992, ER Village is 1529, 606 is contracted (½ of Torch Lake Twp) and Milton Twp is 2355 so we are still a Class 2 library. We have a new program coordinator, Kate Buckner. We are very excited to have her aboard.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson, Miller

No report

B. Financial Committee: Atkinson, Pollister Amos, Stephenson, and Miller

No report

11. Ad Hoc Committee Reports

A. Building Committee: Hults, Schuler, Atkinson, Miller

No report

B. Becky Travis Memorial Project Committee: Resolution 2022-01 Disbursement of Becky Travis Memorial Funds to Grass River

Becky's family is very much on board with this.

MOTION: by Atkinson/ Hults to approve Resolution 2022-01 moving \$14,254.00 from the Becky Travis Memorial Fund to Grass River to establish a natural play space in memory of Becky Travis.

Roll Call

Wonch: Yes

Weber: Yes

Stephenson: Yes

Simpson; Yes

Kopkau: Yes

Atkinson: Yes

Pollister Amos: Yes

Hults: Yes

Motion carried.

Miller noted that Becky's family may purchase a bench for the library grounds that suggests visiting the Becky Travis Memorial natural play area at Grass River.

12. Friends Report

As presented by Laura Savoie

Update on the progress of their website. Update on a possible author visit. Update on requested funds for the library of things - \$1,500.00 was approved. Update on policies. Update on the very successful Glamor, Glitz and Glitter event, which will be held again in the fall of 23.

13. Public Comment: Same rules as previous public comment

None

14. Board Comments:

None

15. Adjournment

Meeting adjourned at 6:34 pm

Respectfully,
Julia Pollister Amos
Secretary, Elk Rapids District Library