

Elk Rapids District Library Board of Trustees

Minutes of SPECIAL Meeting held on March 23, 2022, 3:00pm

At the Governmental Center, 315 Bridge Street, Elk Rapids, MI

approved

Note: Minutes follow the agenda

Attending: Liz Atkinson, Julia Pollister Amos, Karen Simpson, Tom Stephenson, Mike Weber and Nancy Wonch. Dick Hults and Dave Kopkau were absent

There were no members of the public in the audience.

1. Call to order – President Tom Stephenson called the meeting to order at 3:00pm
2. Approval of the Agenda – add start board discussion of hiring interim director as item #5 on the agenda
MOTION: by Simpson/Pollister Amos to approve the agenda as amended
Motion carried
3. Appoint Director Search Committee - Stephenson will appoint the committee but will appreciate the board confirmation of his choices. He recommended the following tasks: The Director Search Committee has permission to recommend that we hire a consultant in the search for the director, will recommend updating the job description, will select 3-5 best candidates to recommend for hiring
Pollister Amos stated that this procedure was what the Personnel Committee recommend at their March 17, 2022 meeting. We have started due diligence but have a long way to go. Also recommended that the committee be 7-9 members.
Stephenson reminded that we have two very important committees in progress so board members have been split up between them without having a quorum on either committee. He is appointing Julie Brown, Camille Campbell, Aaron Hill, Char Gretel, Dianne Richter, Julia Pollister Amos, Liz Atkinson, Nancy Wonch and he needs one more from Elk Rapids Township if possible.
Pollister Amos reminded that both committees will take a lot of time.
Stephenson is working on the appointments for the needs/strategic plan committee.
Mike Weber will be on it as co-chair.
MOTION: by Pollister Amos/Wonch that the president's appointments to the Director Search Committee and their tasks be approved.
Motion carried.

4. Direct Finance Committee to find a contract bookkeeper – Atkinson is searching for a bookkeeper

Miller stated that the board can not hire staff. Pollister Amos stated that it was being discussed to have it be a contract hire and the Finance Committee had recommended that they be authorized to go out and seek recommendations on who to hire. Wonch asked if an RFP was required. Pollister Amos stated that it was likely to only be a 2-3 hour task not a full time job similar to the hire of the recording secretary.

MOTION: by Wonch/Pollister Amos for Finance Committee to seek potential contracts for bookkeeper services for the library including advertising

Hults – absent

Kopkau – absent

Pollister Amos – Yes

Atkinson – Yes

Simpson – Yes

Wonch – Yes

Weber – Yes

Stephenson – Yes

Motion carried

5. Discuss appointing interim director – Stephenson talked to Aaron Hill and he does not plan on applying for the Director position, so he would be eligible to be on the search committee. He volunteered to be the interim director and there will be conversation with the Personnel committee regarding potential compensation.

Simpson asked if his hours would change. Miller stated that her conversation with him would not increase his hours. Wonch asked about overtime if he went to full time.

Miller stated that as interim director that he would be a part of every committee that we have and he does not get paid extra for that, he just has to do it. The Personnel committee will follow up to confirm if the interim director does, in fact, have to attend every committee meeting of the board.

MOTION: by Simpson/Wonch to allow the Personnel Committee to negotiate with Aaron Hill and make a recommendation to the board on a wage increase to compensate him for the temporary increase in responsibilities as interim director.

Simpson – Yes

Hults – absent

Stephenson – Yes

Wonch- Yes

Kopkau – absent

Weber – Yes

Pollister Amos – Yes

Atkinson - Yes

Motion carried

6. Public Comment – there was none.

7. Adjourned at 3:50 by order of the chair

Respectfully,

Julia Pollister Amos
Secretary, Elk Rapids District Library Board

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