

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

Approved 12.18.23

**Call to Order:** By President Tom Stephenson at 5:14 pm

**Members Present:** Mike Weber, Dick Hults, Tom Stephenson, Nancy Wonch, Julia Pollister Amos.

Members absent: Atkinson, McAuliffe, Petrovich, Excused.

Also Present: Director Pam Williams, IT Aaron Hill, Camille Campbell, Chair of the Friends, Laura Savoie, Treasurer of the Friends and Diane Richter

**1. Approval of Agenda:**

Pollister Amos asked to add action to item 9 for approval of a personnel committee recommendation.

**MOTION:** by Pollister Amos/Wonch to approve the agenda as amended.  
Motion carried.

**2. Public Comment:**

Diane Richter said Williams and Stephenson did a great job presenting an annual report about the Library at the Village Council meeting and addressed all of the current concerns of the council and residents.

**3. Trustee Training: Donations and Gift Policies**

Williams discussed the current policy and potential updates which she will discuss further with the attorney to get a recommendation on updates. Weber asked about including detailed financial information regarding taxes.

**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. Regular Meeting Minutes October 12, 2023
- B. Special Meeting Minutes October 30, 2023
- B. Treasurer's Report and Approval of Bills

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

Roll Call:

Atkinson: Absent

Stephenson: Yes

Hults; Yes

Amos: Yes

Wonch: Yes

McAuliffe: Absent

Weber: Yes

Petrovich: Absent

Motion carried. 5-0, Atkinson, McAuliffe, Petrovich absent

**5. Correspondence:**

None

**6. Unfinished Business:**

None

**7. New Business:**

A. Northland Reciprocal Borrowing Agreement: Williams discussed this agreement that has been in place for years. They are asking for a new signature if we want it to continue. Williams doesn't see any issues.. She also reminded us that a patron of any library in the Northland Co-op can get a library card at any other library in the Co-op.

**MOTION:** by Pollister Amos/Wonch to approve the Northland Reciprocal Borrowing Agreement.

Motion carried.

**8. Director's Report**

As presented by Williams and Hill

**Stats:**

October marked a significant spike in our activities. We successfully organized **34** library events, drawing a crowd of **434** attendees. In contrast, last October saw only **7** events with **76** participants. Aaron also discussed the spike in use of the magazines on Libby. He's been working to promote this with library patrons and suggests board members try it as well.

**Staff:**

- This week, our staff is engaged in one-on-one sessions, setting goals for the next 3-6 months, with plans for another check-in come Spring.
- We are conducting a survey of nighttime patrons to gauge interest and assess the possibility of adjusting our hours for the winter season. I will report our findings to the board when available.

**Programs:**

- A standout was our "Write, Here Write Now" event at Bos Wine and Happy Camper, both of which drew a full house.
- Jim Ribby joined us by the campfire to recite seasonal poems, creating a delightful multiage experience.
- Our regular programs are scheduled: Tech Help, Story Time, Knitters and Book Club, Pokemon, etc., continue to thrive.

**Updates:**

- Fiber connectivity is on track to be established in mid-November.
- We are actively exploring e-rate options to secure discounts on fiber and technology upgrades through the Northland cooperative.
- Our annual report has been presented to the Village Council
- I am in the initial stages of crafting the 2024-2025 budget.

**9. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich, Williams

They met November 3 with all present and no members of the public. Agenda was the employee handbook and director evaluations.

Regarding the handbook, there were a few lines on the last page that were eliminated for long time concerned employees. But the entire page of the current handbook will be used for all recent and new employees. We consulted with our attorney on this this change is recommended by the committee.

**MOTION:** by Pollister Amos/Wonch to approve this change to the employee handbook for long term employees only.

Motion carried.

Regarding the director evaluation. We have used an evaluation in the past that not all board members liked. We met and came up with a new suggestion to try for 2023. The format is slightly different. In the past, board members were given paper forms that were compiled by hand. Petrovich knows how to make all of this happen electronically. Tomorrow you will get an email from Petrovich with the director's evaluation, and you have seven days to fill it out and send it back. We will meet again on Nov. 20<sup>th</sup> to sit down with Williams to discuss the eight evaluations and get info to the board prior to the Dec. 14 meeting where it will be on the agenda for further discussion and action. Williams is working on a recommendation for staff wage increases. That may be discussed at the November 20<sup>th</sup> meeting.

B. Financial Committee: Atkinson, Pollister Amos, Weber and Williams.

Weber said the finance committee met on Nov. 3. All members were present and no members of the public. We discussed fundraising, expense categorization, and the Heffer fund expenses. Williams brought a request to explore a liquidity function which is a new investment option called MiClass. There will be further discussion on this at the next finance committee meeting.

## 10. Ad Hoc Committee Reports

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

Hults provide an update. Derman is working with Toteff on removal of the covenants. He and his brother will sign off. This should be done in the next few weeks. The zoning amendment to the Village of Elk Rapids was not put on the agenda at their last meeting because the Zoning Administrator was not able to attend. It is delayed until their next meeting on December 5 and should be decided soon after that. The survey was completed showing the parcel as 2.97 acres, and a copy was given to each board member. Williams will also put a copy of it in the master book that is available to the public at the library. The lot size is smaller than listed on the original MLS listing and much smaller than the acreage listed on the sign on the building. All other items have been cleared. There is a meeting tomorrow with Toteff to discuss removing the equipment from the buildings. Williams asked Campbell if there was any potential reason to renegotiate. Campbell said before the inspection period is complete, you can say things were discovered in inspection and we would like to renegotiate. Then we reopen the contract and there is a risk. Hults said the only item in question is the sign on the side of the building that states the wrong acreage.

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

No meeting.

## 11. Friends Report

From Sharon Bacon Friends Liaison, as presented by Camile Campbell

The Friends had their monthly board meeting at the Library on October 30—a week later than our usual meeting time.

Our first Friends fundraising event of the year, “Fall, Flannel and Friends”, was a huge success. Our special thanks to the Trustees who attended. It was a sell-out, netting over \$1400 and four new Friends members. All proceeds will support the “1000 Books Before Kindergarten” program.

We continue to work on “Glamour, Glitter and Glitz II”, our major event to be held next summer. We have received an excellent amount of gently used jewelry, including a number of auction-worthy items, and women’s purses. A small group of volunteers have been meeting weekly to sort, price, clean and repair these items. Jewelry collection will continue thru the spring; however, the cleaning/sorting sessions will be suspended until April, as many of the volunteers are away for the winter months. In January we will begin to solicit sponsorships. We welcome your suggestions of prospective sponsors at all levels of support, but would especially welcome your help to identify sponsors at the level of \$1,000 and above. Contact Sharon Bacon, 937-232-2327 or skbacon@hotmail.com

The Friends will be participating in Giving Tuesday in November. Please respond with a special gift on that occasion. Paula Moyer is leading that effort.

We continue to brainstorm a small fundraising event, similar to last year’s Pine Hill event, to hold in the spring.

Our membership roster continues to grow—now at 118, an increase of 22 since our last report. Membership recruitment is an ongoing effort. For example, Bobbitt Bellingham is organizing a Friend’s Membership Table at the “Ladies’ Night Sip and

Support” event on December 14th that follows the 100 Women group meeting. At the meeting, Pam shared her plans to emphasize outreach in the coming year, and presented the concept of instituting a Bike Bookmobile program. The concept was received enthusiastically; the Friends will devote a portion of the GGG proceeds to this new project. We are pleased that a new board member, Lauren Dake, will spearhead a concerted effort to follow up with members of the Friends who indicate an interest in volunteering on their membership form.

Sharon Bacon, Friends Liaison

**12. Public Comment:**

None

**13. Board Comments:**

Stephenson apologized for being late.

**14. Adjournment**

Meeting adjourned by order of the chair at 6:07 pm.

Respectfully,  
Julia Pollister Amos, Secretary, Elk Rapids District Library