

Elk Rapids District Library Board of Trustees
September 9, 2021
5 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629

approved 10.14.21 as corrected

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

Members Present: Barb Johnson, Liz Atkinson, Tom Stephenson, Julia Pollister Amos, Karen Simpson, Dick Hults, and new member David Kopkau.

Members absent: Chuck Schuler

Also Present: Director Nannette Miller. This meeting is being held in person at the Elk Rapids Governmental Center. There are 16 people in attendance at the start of the meeting

2. Approval of Agenda:

Add to unfinished business: Appointment Friends Board Liaison - 8.a

Add to new business Annual audit for library 9.d

MOTION: Pollister Amos/Hults to approve the agenda as amended

Motion carried.

3. Public Comment:

No one wished to speak

Liz Atkinson introduced new member from Milton Township David Kopkau, and he spoke about his background and community involvement . The board and the audience gave former treasurer Diane Geddes a standing ovation for her service to the board.

4. Trustee Education: A video from United for Libraries "Short Takes for Trustees" addressing Board Ethics.

Discussion: Johnson asked about the ethics policy of the board regarding confidentiality and undermining people on the board. Pollister Amos said if there are specific instances, they should be discussed, but at a later time.

5. Approval of Minutes: for August 12, 2021

MOTION: Atkinson/Hults to approve the minutes from the 8/12/21 meeting

Motion carried.

6. Treasurer's Report and Approval of Bills:

Pollister Amos read the Treasurer's report that was prepared by Diane Geddes and referred to the Budget vs Actual report and the transaction detail that was in the board packet.

MOTION: Atkinson/Simpson to approve the Treasurer's reports

Roll Call:

Johnson: Yes

Pollister Amos: Yes

Hults: Yes
Schuler is absent
Kopkau: Yes
Simpson: Yes
Atkinson: Yes
Stephenson: Yes
Motion carried.

Approval of Bills: Miller read through the bills is that were emailed this afternoon

MOTION: Hults/Simpson to approve the general fund bills as presented

Roll call:
Pollister Amos: Yes
Schuler is absent
Johnson: Yes
Hults: Yes
Stephenson: Yes
Atkinson: Yes
Kopkau: Yes
Simpson: Yes
Motion carried.

MOTION: Atkinson/Kopkau to approve the bills for the expansion fund bills as presented

Roll Call:
Schuler is absent
Pollister Amos: Yes
Johnson: Yes
Kopkau: Yes
Atkinson: Yes
Stephenson: Yes
Hults: Yes
Simpson: Yes
Motion carried.

7. Correspondence:

A letter was received regarding concerns about the possibility of moving the library from David and Katherine Ripmaster. Pollister Amos read the letter into the minutes.

"We are writing this letter to express our concerns regarding the possible relocation of the Elk Rapids District Library. Our family has been enjoying the library for over 36 years, first as slip holders of both the upper and lower harbors and for the last 26 years as a resident of Elk Rapids Township. We believe the library should stay at its current location. It is easy to walk to, not only to grab a book, but also to enjoy the library itself and enjoy the view from the porch. The history and quaintness cannot be equaled. Many changes have taken place to enhance it throughout the years and the proposed expansion will just add to its usability. The location works well for residents and visitors to the village. The easy walk from the schools is a huge consideration. The children are using the library during and after school because of this. It is

also a great place for community use and will be utilized even more when the expansion is complete, We as a community had already agreed to the expansion at its current location. It was a stressful time for all of the district. Why are we going through all of this again? Please keep the library at its current location. David and Kathryn Ripmaster "

Stephenson said 446 donor letters went out to donors. We got 16 requests for refunds that have been processed and since then we have had 6 more for a total of 22 requests. Miller said four letters came back undeliverable. Stephenson said that an email blast will go out as well. We are refunding about another \$52,000.

Johnson asked about the people who made pledges? Stephenson said they have not withdrawn the pledges. Stephenson said people are mostly saying once an approved plan is put together, they will donate again. He will put together a summary of the comments that have been received.

Stephenson and Miller went before the village council on Tuesday night and they both gave reports to the board. Stephenson said there is a statement today in the local newspaper that a new capital campaign was to be launched in November and this isn't correct. The newspaper will make the correction. Stephenson discussed what he actually said. He and Miller will be visiting Elk Rapids Township and Milton Township. Stephenson will also make a report to the Friends Board in the future as well.

8. Unfinished Business:

A. Liaison for Friends Appointment: Pollister Amos is volunteering to be the liaison for this position. Stephenson appointed Pollister Amos with option of others attending as well.

MOTION: Atkinson/Kopkau to approve the appointment Pollister Amos as the official liaison to Friends Board by Motion carried.

9. New Business:

A. Surplus Equipment Policy:

Miller discussed the proposed policy and read from it asking for board input on what the monetary value of items that would require board approval should be. These were the suggestions: The Director can donate any equipment that is deemed to be of no monetary value to any organization including the Friends. Anything under \$500 in value can be sold by the director in any manner and the proceeds deposited into the general fund. Anything over \$500.00 in value should be on a list of items that the board would approve being sold. We will vote on this policy at the next meeting.

B. Elect Treasurer:

MOTION: Pollister Amos/Hults nominated Atkinson as the new treasurer. Atkinson accepted the nomination. Simpson asked if this is a conflict of interest since she's a treasurer of Milton Township. Clare Membiela said this isn't a conflict of interest.
Motion carried.

C. Appoint Finance Committee member: Stephenson appointed Atkinson to the finance committee as the new treasurer.

MOTION: Pollister Amos/Hults to approve the appointment of Atkinson to the finance committee
Motion carried.

D. Audit: The annual Kammermann & Bascom audit report for the library was in the board packet, and each board member was also given a bound copy. Miller said it had been submitted to the state by 8/31/2021 as required. It should be approved now that it's been submitted.

MOTION: Atkinson/Johnson to approve the Kammermann & audit.

Roll call:

Simpson: Yes

Stephenson: Yes

Schuler is absent

Hults: Yes

Atkinson: Yes

Kopkau: Abstain because he had not seen it until arriving at the meeting

Johnson: Yes

Pollister Amos: Yes

Motion carried.

10. Director's Report

As presented by Miller. The library assistant position was advertised and we are interviewing. Update on other personnel positions. Update on library programs. Update on WiFi access points and other technology additions. Update on TALK program being implemented. Update on library card program to incorporated into school ID cards. Update on wetness in the basement and repair issues. Simpson asked about adding the programming coordinator. Miller said because of COVID, we aren't going forward with this. Simpson said she'd like to see a virtual program coordinator. Pollister Amos asked how many hours do they work? Miller stated about 30 hours/week. Miller said someone applied but didn't take the job. Johnson said we should have a virtual program coordinator. Pollister Amos asked if there is a job description. Miller said there was ~~and it can be discussed further next month~~ added: "Pollister Amos stated maybe if you would share that with the board it could be discussed further next month once we have a job description. Simpson agreed and asked to have it on the agenda for the next meeting." Miller reminded the board that hiring staff was her job, not the boards. (Her full report is part of the board packet that is available on the library website)

11. Standing Committee Reports

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

Pollister Amos said the proposed employee handbook came back from the attorney and we are meeting to discuss it on the 20th. The meeting is at 10:30 am.

B. Financial Committee: Schuler, Pollister Amos and Miller (and now includes Atkinson)

No report

12. Ad Hoc Committee Reports

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

Hults said nothing has been done and this reflects poorly on the committee and the board. He would like to get back to the unanimous decision that was made by the building committee two months ago. We owe it to the donors and the citizens who have supported the library all these years. He has reworked the motion made two months ago.

MOTION: Hults/Atkinson that we authorize the building committee to look for options for other locations to build a new Elk Rapids District Library. This would include looking for available property, potential ideas for building plans and the estimated potential costs thereof to be called Plan B. This does **not** mean that the current Plan A to expand the Island House location is to be discarded at this time. It simply means that due diligence should be done to look at cost effective options. Keep in mind that no one individual or committee can EVER make this decision. This can only be done by this board as a whole after consideration of various options. Simpson said this wasn't on the agenda and shouldn't be voted on. Pollister Amos noted that it had been discussed for several months and therefore is not something new. Johnson said we shouldn't move on this since it's not on the agenda as an action item. This will be put on the agenda next month.

The motion was not voted upon. Hults stated that he would bring the motion forward at the next meeting.

This will be put on the agenda next month.

13. Friends Report

As presented by Sharon Bacon

They are meeting on the fourth Monday of each month. Update on the financial situation. Update on the Glamour, Glitter, and Glitz program tomorrow. Update on new Facebook page and possibility of creating a Friends website. New board directors will be added at the September meeting. Update on membership renewal campaign. Update on investing policies for cash. Pollister Amos thanked the Friends for their support. (Bacon's full report is part of the board packet that is available on the library website)

14. Public Comment: Same rules as previous public comment

Paula Moyer said that the Friends Glamour, Glitz and Glitter fundraiser is about programming for children. To not have a program director would be a mistake. It's important to the Friends that we have programs at the library.

15. Board Comments:

Johnson said we need to define some of our standards of behavior of the staff and board members regarding sending out articles. This will help with evaluating the director and filling openings on the board. We need to establish a process to assess those set standards. We need to decide consequences when there is a violation of our ethics standards. There cannot be any more inappropriate articles going out to the public and it keeps my phone ringing way too much. Hults asked what she was talking about. Johnson said the Elk Rapids Library Newsletter. People were disturbed by the director's report. That should not be something that goes out to the entire public. Simpson agreed.

Atkinson asked what was said? Miller asked if this should go before the Personnel Committee?

Simpson it's fine for a board comment, not a board discussion.

16. Adjournment

Meeting adjourned by order of the chair at 6:03 pm.

Respectfully,

Julia Pollister Amos, Secretary of the Elk Rapids District Library Board

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