

Elk Rapids District Library Board of Trustees
August 11, 2022, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629

Approved 9.8.22

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

Members Present: Liz Atkinson, Tom Stephenson, Karen Simpson, Nancy Wonch, and Dave Kopkau

Members absent: Julia Pollister Amos, Dick Hults, Mike Weber, excused

Also Present: Interim Director Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There is one person in attendance at the start of the meeting

2. Approval of Agenda :

Motion: by Atkinson/Wonch. to approve the agenda
Motion carried.

3. Public Comment:

No one wished to speak

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 July 14, 2022

B. Treasurer's report and approval of bills

MOTION: by Simpson/Wonch to approve the consent agenda

Roll Call

Simpson: Yes

Kopkau: Yes

Atkinson: Yes

Stephenson: Yes

Wonch: Yes

Motion carried 5-0

5. Board Video: Beyond books: The 21st century public library

6. Correspondence:

Stephenson said there was a nice article in the ER News about the library. There was also a call to the village complimenting the library. Stephenson also got an in-person compliment on Aaron Hill.

7. Unfinished Business:**A. Director Job Description**

The Director Search committee has provided recommendations.

MOTION: by Atkinson/Wonch to approve ER District Library Job Description as of August 11
Wonch asked about the financial management. She thought the bill pay items would be segregated. Atkinson clarified that yes. We want to do that. We could change to say "oversee".

MOTION: by Atkinson/Wonch to approve ER District Library Job Description as of August 11 as amended

Motion carried

B. Director Selection Interview

Dianne Richter said the selection committee has been diligently working on this. Currently we are down to 2 candidates and it was a unanimous vote on those two. The recommendations are for Melissa McCarthy and Pamela Williams. There will be a packet of information sent to all board members regarding the candidates by August 16th. Dianne also discussed the recommended costs. The interviews will be August 26th starting at 9 am and will be open to the public.

MOTION: by Wonch/Atkinson to approve the recommendation of the director search committee to interview Melissa McCarthy and Pamela Williams on August 26th starting at 9 am.

Motion carried.

MOTION: by Atkinson/Wonch to approve the recommendation of the director search committee that the director's salary would be \$80K with a \$5K moving allowance, retirement contributions matched up to 3% and with a flat amount for the director's choice of health insurance, HSA contributions etc. of \$8,000-\$10,000 per year.

Roll Call:

Wonch: Yes

Stephenson: Yes

Atkinson: Yes

Kopkau: Yes

Simpson: Yes

Motion carried: 5-0

Stephenson discussed the process for the interviews.

8. New Business:**A. Community Conversations**

Hill said we have five different locations and times scheduled through August with signups inviting the public to get a slot at one of these locations. There will be representatives of Friends

of The Elk Rapids District Library to have a conversation with the public about what they like and what they don't like about the library. These will be incorporated into the strategic plan going forward. We will be cold calling some of the people that the planning committee identified they would like to have attend. Stephenson discussed the process for reviewing the information gathered.

9. Director's Report

As presented by Hill

Hill discussed Story Time and Kids Club attendance. These have been very successful and the highlight of the week. We are replacing two computers and looking for more utility for those desktop computers. They needed to be replaced anyway. Hill also discussed updating laptops and the new director's workstation. He discussed the summer capstone for Harbor Days and Kids Club. They had well over 300 kids there. It was a tremendous success. Stephenson said it was great as he was there with his grandchildren. Hill gave a huge thanks to the Elk Rapids Rotary Club Good Works grant which was used to purchase 300 new children's books. If you look on the charts provided in terms of circulation and foot traffic, the numbers are great. More than 10K people in July.

10. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson

No report

B. Financial Committee: Atkinson, Pollister Amos and Weber

The audit is almost done. Hill reported regarding some documents that need to be completed. The fraud risk report is almost complete. Hill will send to the auditor.

11. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, Atkinson

No report

B. Director Search Committee:

Previously presented by Dianne Richter

C. Strategic Planning Committee: Stephenson, Weber

No report

12. Friends Report

As presented by Dianne Richter

Stephenson and Pollister Amos were at the last Friends meeting. There were strong book sales at the Book Cellar this summer. Update on the Facebook page. Books and Brews event is going forward. Bike repair tools may be coming to library of things at the library. The friends won't be charged for printing at the library.

13. Public Comment: Same rules as previous public comment

No one wished to speak

14. Board Comments:

Simpson said she's thrilled with what's going on at the library right now. It's very positive and exciting. Atkinson is excited for the director interviews. The interviews will be open to the public. Wonch said everything she's seeing about the library is so positive and so progressive. There is a lot of energy and excitement. Stephenson said he will meet with Linda Adams the day before the interviews about digital literacy training.

15. Adjournment

MOTION: by Wonch/Simpson to adjourn at 5:44

Motion carried.

Respectfully,

Julia Pollister Amos

Secretary, Elk Rapids District Library Board of Trustees