

**Elk Rapids District Library Board of Trustees**  
**Regular Meeting**  
**December 18, 2023, 5:00 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 1/11/24

**1. Call to Order:** By President Tom Stephenson at 5:01 pm

**Members Present:** Liz Atkinson, Tom Stephenson, Emily Petrovich, Nancy Wonch, Mike Weber, Julia Pollister Amos

Members absent: Hults and McAuliffe, excused.

Also Present: Director Pam Williams, AD/IT Aaron Hill , Camille Campbell from the Friends and 8 audience members

Agenda Approval

Stephenson requested to add Weber to the building committee under item 10

**MOTION:** by Wonch/Pollister Amos to approve agenda as amended

Motion carried with two absent.

**Public Comment:**

No one wished to speak

**3. Trustee Training:** Williams provided an overview of a conference called Think Space which discussed future ready libraries. Williams discussed what she learned at the conference which was sponsored by the Michigan Library Association and was comprised of 100 Michigan Library Directors. Costs for her to attend were paid with two grants.

**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 regular meeting November 9, 2023

B. Treasurer's Report and Approval of Bills

**MOTION:** by Wonch/Weber to approve the consent agenda

Roll Call

Pollister Amos: Yes

Stephenson: Yes

Hults: Absent

McAuliffe: Absent

Petrovich: Yes

Weber: Yes

Atkinson: Yes

Wonch: Yes

Motion carried with 2 absent..

## **5. Correspondence:**

Stephenson said we are moving forward with the plan to potentially move the library so the Village is beginning to ask questions about what to do with the Island House building. Williams said the gutters were cleaned yesterday.

## **6. Unfinished Business:**

### **A. Director Evaluation**

Pollister Amos said there is a copy in your packet of the director evaluation. This evaluation was done electronically, with thanks to Petrovich, and the results are provided. The standout was that the feedback was all wonderful. The consensus was moving forward how do we best support Williams and help her with the running of the library. We consider Williams to be our biggest asset. Williams said she completed staff evaluations as well. Stephenson said he also got correspondence saying the hiring of Williams was a home run.

### **B. Gifts and Donation Policy: provided by Foster Swift attorneys**

Williams said last month she presented this policy that was last reviewed in 2016. She sent this to Foster Swift. What is presented in the packet is from them. It contains comments. An endowment fund is also discussed. This can be eliminated until this is set up, but this is boilerplate. We have things that talk about naming opportunities. This is going to develop if we move forward with this building. This will take a couple of meetings to hash this out. The finance committee might need to meet to fine tune it. Please review. Weber said he has lots of feedback that he will present at the finance meeting. Pollister Amos said once we policies updated and approved, if we could get the date it was approved in the upper corner ere, that would be helpful.

## **7. New Business:**

### **A. Architectural plans and cost estimate for Traverse Bay Manufacturing Building**

Hill presented a drawing of the building with projected internal layout. We asked for a plan for the programming work that we did with John Reid and a cost estimate and Quinn Evans delivered them today. This is in no way close to a final. This is a first look. Williams took the audience and board members through the print outs and discussed the highlights. John Reid presented additional details. The parking lot is set at an angle to the building which creates additional parking spaces. This creates the number of spaces (35) and the ability to get a school bus in and out. When you look at the preliminary interior layout, the goal is to connect outdoor and indoor spaces. We are very happy with the outside. Moving indoors, the entrance will face north. There is a way to have the program room open without having the library open. Reid is pleased with the location of the circulation desk. Reid discussed access to the outdoors from

inside. The center atrium would be lit by skylights and natural light. A reading porch was also added on. We still have tweaking to do with the youth area and line of sight. This plan will be refined between now and mid-January. Williams encourages the building committee to meet with Ann from Quinn Evans regarding specific questions. Is this a good schedule to meet again on the 15<sup>th</sup>? Weber asked regarding the project plan. Williams explained the timing and process. The goal of this drawing was to see if a library could function in this building. Reid said not only will it function, but it will function well. Williams said now we can discuss how much this will cost. We gave them a wish list and this is an accurate estimated cost. The building and site it's about \$500/square foot. The estimated budget is about \$9 million. When we looked at the last campaign it was \$4.7 Million. Doing the escalation, it was 41.5% and that would be over 10M at the library at the Island House today. This is the high end and the conservative estimate. We can safely say it won't cost more than that. Is it possible to phase things in and out? Yes. The library business is the first priority. The numbers will be refined as we go on. Weber asked regarding the technology budget which is zero. Hill said this is yet to be determined. Weber asked what Hill's wish list could be. Wonch asked regarding bonding. How would that look in terms of time and the process. Williams said the feasibility study will be done and this will be discussed at that point. The study would take about 4 months and the idea would be to launch a campaign in the spring and not put anything on the ballot until 2025. The bond would not be for purchasing the building, but rather refurbishing the building. Weber asked if we could monetize features like hosting corporate retreats? Williams said she will look into this.

#### B. Communication Team Update

Petrovich said the leadership team meets every Tuesday morning. Petrovich discussed who comprises this team. The focus is sharing the next steps with the community and looking at the overall schedule and working a capital campaign in the spring. The meetings have been very supportive of the planning process we are going through. The feedback has been hopeful and productive. Looking ahead we are working on document creation for the visuals to support the library. Petrovich encouraged everyone to follow the library on social media. Weber asked if the contacts can be counted through social media. Yes.

#### C. Fund Balance Policy: Library of Michigan Guide

Williams said we don't have a policy on this right now. Last year our fund balance was about \$900K. Looking around at others, people say you should hold about 20% of your yearly expenses. You don't want to sit on a huge fund balance. We were also putting money aside for this moment where we can update the library. Stephenson asked the finance committee to look at this.

### **8. Director's Report**

As presented by Williams

#### **Staff:**

We had a few staff changes and are seeking out a part time Adult services library assistant , our staff Christmas luncheon is on Wednesday, December 20<sup>th</sup>.

**Programs:**

- December is a busy month in town, so we focused on partnerships with “Do a Little Good” we had an overwhelming response to help the local teens in need. The school staff and volunteers were at the library today assembling the Christmas bags
- January begins Cookbook Club, once a month we will focus on a cookbook, sign up for a recipe and have a potluck discussion around the book.
- Destination Story time Jan 12th 10:30 Art and Connection
- Kate is planning a number of Sunday family events this winter. Three Sundays a month will have something for kids and families.

**Updates:**

- I will present the first draft of next year’s budget to you at the next board meeting
- Fiber is officially connected
- Our annual report has been presented to Elk Rapids Township
- We surveyed the traffic coming into the library since Thanksgiving and found that the last hour of the day did not bring anyone into the library. Winter hours will begin in January and run through March
  - Monday-Thursday 10-6
  - Friday 10-5
  - Saturday 10-3
  - Sunday 1-4

**9. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

They met on the 20<sup>th</sup> of November. We talked about the evaluation with Williams. We looked at the proposal for raises. This will be a 3.2% COLA raise for all with a couple of exceptions that will be higher. Anyone who has questions can talk to one of us or come to the next committee meeting. These numbers will be reflected in the budget in January. We have a great staff. Aaron Hill is our new assistant library director but continues as IT support.

B. Financial Committee: Atkinson, Pollister Amos and Weber

They met November 30 and had good discussions regarding donation procedures and policy and the 501C3 designation and donation methods. We discussed the timeline of the campaign and identified goals. We will meet again as we get closer to securing the building.

**10. Ad Hoc Committee Reports**

A. Building Committee: Hults, Stephenson, McAuliffe

Stephenson said the title is still an issue as it's not been cleared yet and is in probate court. We

have no date as to when the judge will decide to hear it. There is a machine in the building and the owner's son is asking if he can rent space from us. Weber will join the building committee as Stephenson steps back.

B. Strategic Planning Committee: Stephenson, Weber, Wonch  
No report.

## **11. Friends Report**

From Sharon Bacon, Friends Liaison as presented by Camille Campbell.

The Friends Board of Directors met at 5:00p0m on November 27<sup>th</sup> in the Library meeting room.

### Meeting Highlights:

A new Activities Committee has been formed to plan events. Four board members indicated an interest in serving on this new committee.

### Financial notes-

- In her Treasurer's report, Laura Savoie noted net income YTD of \$9,702. Financials have been submitted to the CPA to prepare for the 990 filing.
- The Antrim Women's Alliance donated \$500 to go toward Wonderbooks and box books audio books.
- Gifts from Rotarians totaling \$2,000 will be matched by Rotary Charities.
- The board voted unanimously to raise our pledge for the new library expansion by \$10,000 from \$65,000 to \$75,000. This still leaves over \$20,000 in our accounts.

### Among Committee Reports-

- Peggy Starr reported that the Book Cellar Chair, Judy Passon, recently broke her arm, but is doing well. In her absence, the well-trained crew of Book Cellar volunteers are doing an excellent job of managing operations. However, the need for donations of books is great, as the supply is low.
- Public Relations Chair, Karin Beery, has established a link from the Friends website to the library's page. She has also developed support materials for Sip & Support and the GGG fundraiser.
- Paula Moyer has sent out our first "Giving Tuesday" solicitation; donations are being received in response.
- Bobbitt Bellingham reported 14 new memberships. YTD total of memberships and member donations (received with member applications) is \$8,174. She will have a table at Sip & Support at Cellar 152 on December 14. (Trustees are invited to join us!)

Co-chair Susan Ash was present to provide a progress report on the next major fundraiser, Glamour, Glitter and Glitz. Many donations have been received, including a number of valuable pieces. An enthusiastic, energetic team of volunteers has worked many hours to clean, sort and price these donations. Their work is paused until April when they will resume work sessions leading up to the July event. She noted that the facility - our future library home - has been amazing to work with.

Board Chair, Camille Campbell, announced there will be no meeting in December. Our next meeting will be held January 22, 2024 at 5:00pm at the Library. Trustees are most welcome to attend!

**12. Public Comment:**

No one wished to speak

**13. Board Comments:**

Merry Christmas to everyone. Travel safely.

**14. Adjournment**

Meeting adjourned by order of the chair at 6:28 pm.

Respectfully,

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

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