

**Elk Rapids District Library Board of Trustees
Annual Budget Hearing and the Regular Meeting
February 8, 2024, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

Approved 3.14.24

Budget Hearing Agenda

1. Open Budget Hearing

Pollister Amos opened the budget hearing at 5:03 pm

In the absence of Tom Stephenson and Dick Hults Pollister Amos chaired the meeting.

Board Trustees in attendance: Liz Atkinson, Dan McAuliffe, Julia Pollister Amos, Emily Petrovich, Mike Weber and Nancy Wonch

Also attending Director Pam Williams and AD IT Aaron Hill.

2. Public Comment

No one in the audience to comment

Director Williams discussed last year's budget. We forecasted that we would be removing \$18K from the fund balance, but we only took \$11K. We got \$4K more in grants than we forecasted. The friends added more items to reimburse for. The transfer from the Heifer fund was more also. Note that the Friends and Cairn Hwy building are combined on the expenses side to be reimbursements. The grants reflect the same amount we got. The insurance was quite low this year and we were able to reduce that by a couple thousand. The Friends were able to subsidize our programing. Everything was reduced and not increased. We are pleased with how we've finished our first budget. Weber asked regarding utilities and why this increased. Williams said winter is the big time and I hadn't paid those yet. I made sure I have enough to finish up the winter season. The next year, we will still be in that building.

Moving on to the budget for next year, the Finance Committee met with me, but I will answer any questions you have. One of the main things I've added is additional money for building and facilities. I added \$30K in for the Cairn Hwy building for bills and maintenance. We are excited about getting more money in taxes and will continue to seek grants.

3. Close Budget Hearing

Pollister Amos closed the budget hearing at 5:11 pm.

Regular Meeting

1. Call to Order and Approval of Agenda:

Pollister Amos called the meeting to order at 5:11

Members Present: Liz Atkinson, Nancy Wonch, Julia Pollister Amos and Mike Weber, and Dan

McAuliffe

Members absent: Dick Hults, Tom Stephenson,

Also Present: Director Williams, AD IT Aaron Hill and Camille Campbell from the Friends.
There were no audience members

Add under Unfinished Business per Williams request.

D. Introduce the fund balance policy. This will move Contract Renewals to E.

MOTION: buy Wonch/Atkinson to approve the agenda as amended.

Motion carried.

2. Public Comment:

None

3. 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 January 11, 2024

B. Minutes of special board meetings: January 15, 2024; January 16, 2024; January 18, 2024

C. Treasurer's Report and Approval of Bills

MOTION: Motion to approve the consent agenda by Wonch/McAuliffe

Roll Call

Petrovich: Yes

Wonch: Yes

Atkinson: Yes

McAuliffe: Yes

Pollister Amos: Yes

Weber: Yes

Motion carried 6-0, two absent.

4. Correspondence:

None

5. Unfinished Business:

A. Approval of 2024/2025 Budget:

MOTION: by Atkinson/Wonch to approve the 2024-2025 Budget as presented by Williams.

Roll call.

Petrovich: Yes

Weber: Yes

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

McAuliffe: Yes

Motion carried 6-0, two absent.

B. Approval of 2023-2024 Final Budget:

MOTION: by Petrovich/Wonch to approve the 2023-2024 Final budget.

Roll Call:

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

McAuliffe: Yes

Petrovich: Yes

Weber: Yes

Motion carried 6-0, two absent.

C. Gift and Donation Policy

Members got an updated policy for review. The suggestion is to continue to review and work to get language for item H from Mark. Williams also noted a couple other items that were updated. This will be on the agenda for approval next month.

D. Fund Balance Policy:

An example of the updated recommendation was in the packet. Williams said the structure of this will look like the gift and donation policy. What this is, is a policy that we are keeping a responsible amount of money in our fund balance. The finance committee met and recommended that 25% of the income coming in should be held in the fund balance. There are definitions in the policy of what types of funds we could identify. We are setting ourselves up for success in the future. Please look this over and we will have more discussion at the next meeting.

E. Contract renewals:

1. Breton Group: They've sent a proposal for the pre-feasibility study, and it was included in the packet. It will start in March to present a case to the public. We have a plan and a calendar, and we are working to get people involved from the community. Right now, the CORE committee is meeting every week via ZOOM. We would need this signed so we can move forward. The cost is \$17,000. Williams discussed the breakdown of payments. Weber asked if this is phased? Williams said this is for the study to determine how much of each type of support we can realistically expect. How many phases do you anticipate? Williams isn't sure at this point. Weber asked about donations. Do we take them? Yes. Wonch asked regarding her name in the document. It's been adjusted and put her under the board members.

MOTION: by Atkinson/Petrovich to approve renewing the contract with Breton Group for \$17,000.00

Roll Call:

Atkinson: Yes

Petrovich: Yes

Wonch: Yes
Weber: Yes
McAuliffe: Yes
Pollister Amos: Yes
Motion carried, 6-0, two absent.

2. Olive and Evergreen: Williams said we had a three month contract with them and would like to extend it until June 2024. We agreed to \$650 to \$1300 depending on the service needed. She is working now on our website. We are working on a story of the history of the library. I've been sending her pictures and she's been sending me graphics. She's also able to put things up quickly. We will be producing materials along with Mark's group to make the case with the public. It will be necessary to have someone on board who can do this type of work.
MOTION: by Petrovich/Weber to approve renewing the contract for Olive and Evergreen

Roll Call:
McAuliffe: Yes
Weber: Yes
Petrovich: Yes
Atkinson: Yes
Amos: Yes
Wonch: Yes
Motion carried. 6-0, two absent.

6. New Business:

A. Election of Officers

MOTION: by Wonch/ McAuliffe to continue with the previous slate of officers:

Tom Stephenson: Chair
Dick Hults: Vice Chair
Julia Pollister Amos: Secretary
Liz Atkinson: Treasurer
Motion carried.

Atkinson noted that she was hoping that Weber would transition to the Treasurer's role.

B. Adoption of Annual Calendar

We will meet the second Thursday of the month at 5 pm.

Motion to approve the annual calendar by Atkinson/Petrovich. Motion carried.

C. Set Meeting Schedule

We will discuss this next month.

D. Trustee Binder Updates

Hill suggested having a digital binder instead of printing it out all the time. Pollister Amos suggested a note on the policies stating the last time they were updated. No one objected to having the trustee binder digitally so we will start the transition.

E. Communication Team Update

As provided by Petrovich

Communications, Development + Marketing Leadership Team have been continuing to meet on Tuesday mornings via ZOOM. This includes Mark Morrow of the Breton Group, Rachel Jarosz of Olive & Evergreen, three Board members, a Friends of the Library member, and Director Williams and AD Hill.

- Preparing for public meetings - BOT, the presentation of the newly developed architectural design work of Quinn-Evans.
 - Preparing updated Questions and Answers based on new design and probable costs.
 - Project planning, timetable, and potential phasing.
 - Proposed funding plan development including balance between private contributions and bond/millage initiative.
 - Initiated review of the feasibility study process and its objectives.
 - Developed a study timetable in alignment with the proposed March 1 property closing date.
 - Reviewed objectives and needed make-up of the study Ad Hoc Committee to oversee the feasibility study process.
- New Building Communications Support
 - Special Meeting Announcements
 - Significant Website Updates // New Building Page
 - In the last 30 days, the new building page has the most visitors after the home page.
 - Email/messaging support.
 - Brand Management
 - Collaborated with Aaron (and Emily) to determine the next steps for branded email addresses. The cost of Gmail for all staff and potentially board members is too much of an expense to justify branded email addresses currently. Aaron found an option through TechSoup that would be Microsoft based. It would require a significant shift and process to transfer all current systems over. It is not a high priority item, and the cost and time commitment cannot be justified at this time. In further discussion, legacy or succession planning for shared documents was discussed and Aaron may have a solution for the board for long-term document storage through the library's current server. More discussion is needed on this topic.
 - 1000 Books
 - Rachel and Emily are working with Pam and Kate on design options. The goal is to have the design/brand determined by early March to start planning the program. Launch date still TBD.
 - Request for extension of communications and marketing support.
 - Rachel submitted an extension for her scope of work to Pam for board review. The original agreed upon timeline was until the end of February. New extension (same terms/pricing) proposed through end of May (June 1)

Weber asked regarding email communications assistance. Is this correspondence? How much traffic is there on this email channel? Williams said they will send something to us occasionally. We should have a report. There is good engagement as far as open rate. She is reviewing that.

It's not a back and forth email communication. It's mostly email marketing and message sharing.

Weber asked regarding the numbers to build the building. Are we making sure people know the numbers. Pollister Amos said this will be a phased project. Are those the same over time? Williams said it's hard for us to change that number. Just because we want to change it doesn't mean it will. If we put things out to bid and we get someone to do it for less, then we can change the numbers. There will be some tweaking of the numbers, but I can't tell you when or if the numbers will change. Petrovich said we will carefully be making the case regarding the numbers. Pollister Amos said we must respect the people we paid to come up with these numbers. The closing is now Feb. 26th.

7. Director's Report

As presented by Williams and Hill

Stats: Hill presented statistics

Weber asked regarding teaching code in the library. Hill described how this could happen.

Staff:

- Kate attending Antrim County Early Childhood workgroup.
- Kate will attend the Spring Institute Conference in Muskegon at the beginning of March.
- Emily is starting a third book club: Books on Tap: and gave away 30 free books compliments of the Great Michigan Read: The Firekeeper's Daughter. Meeting at Shorts on March 12th
- Jody is Notarizing on Mondays

Cool things that happened in January

Write Here, Write Now: 60 people Jerry Dennis presented to fans in Bellaire.

Cookbook Club

Minecraft January

February Programs: 34 scheduled programs, events or services

Regular programming

- Story Time
- Tech Help
- Knitting
- Book Club
- Pokemon
- Minecraft

Special Programs:

- Harbor Story Time on Friday, Feb 9
- Destination Story time February 23rd at Dam Shop
- Homeschool Hangout Feb 14th.
- Cookbook Club: Soups and Stews February 19th
- Adult book folding class February 12th.

Updates:

- Working on Inventory: Aaron

- Finishing up Dollar General Grants: Booster kits with games for learning
- Philanthropic Educational Organization: PEO presentation on the library this Monday (a Sisterhood of women who are purposeful and passionate about celebrating, supporting and motivating women. Mission is to help women around the world advance through education.)

8. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

No meeting

B. Financial Committee: Atkinson, Pollister Amos and Weber

No meeting. But we will meet soon to discuss the fund balance policy. Atkinson asked about getting audit bids. Williams said this is a top priority.

9. Ad Hoc Committee Reports

A. Building Committee: Hults, Weber, McAuliffe

We are going to close on Feb. 26th. Wonch asked regarding \$50K extra? They asked for more money up front before closing. This is not a surcharge. This is more of the deposit.

B. Strategic Planning Committee: Stephenson, Weber, Wonch

No meeting. Pollister Amos asked regarding meetings and Wonch said it's important to keep meeting to keep the collaboration going between the different governmental organizations.

Pollister Amos suggested Wonch or Weber set a date for the meeting.

10. Friends Report

As presented by Camille Campbell

The Friends didn't meet in December, but we did meet in January. The Book Cellar has stayed open, but it's been quiet. We did a giving Tuesday campaign and we raised \$2290.00 by sending a letter asking for money. This is significant for us.

11. Public Comment:

None

12. Board Comments:

None

14. Adjournment

The meeting was adjourned by order of the chair at 6:13 pm.

Respectfully,
Julia Pollister Amos