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**Elk Rapids District Library Board of Trustees  
Regular Meeting  
March 14, 2024, 5:00 pm  
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629**

approved

**1. Call to Order and Approval of Agenda:** Stephenson called the meeting to order at 5:02 pm.

**MOTION:** by Pollister Amos /Atkinson to approve the agenda as presented  
Motion carried.

**Members Present:** Liz Atkinson, Nancy Wonch, Julia Pollister Amos, Tom Stephenson, Dick Hults, Mike Weber and Dan McAuliffe

Members absent: Emily Petrovich

Also Present: Director Pam Williams, AD IT Aaron Hill and Friends chair Camille Campbell.

There were 3 members present in the audience at the beginning of the meeting.

**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 February 8, 2024: Budget Hearing and Regular Meeting

B. Treasurer's Report and Approval of Bills

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

Roll Call

Atkinson: Yes

Stephenson: Yes

Hults: Yes

Pollister Amos: Yes

Wonch: Yes

McAuliffe: Yes

Weber: Yes

Petrovich: Absent

Motion carried.

#### **4. Correspondence:**

We are thinking about leasing space in the building until we are ready to move in and we are getting prices for that . It will help with cash flow. Will discuss under Building committee report.

Today, Norte reached via Jim Witte about taking the Norte shed that is over by the Chamber Building, moving it to the new building by the library in the back. Williams said we are having discussions with Norte. It could be called a bike library. Williams said we will continue to discuss this idea.

Williams said we were on TV and they stopped by to look at the new building. We also put things on social media this weekend and got positive remarks.

#### **5. Unfinished Business:**

A. Fund Balance Policy: Williams said the finance committee met and reviewed. Weber said it was vetted in a couple different meetings. The goal is to never run out of funds and maintain a minimum fund level. Pollister Amos said the finance committee has approved it with the changes recommended in yellow. It will be on the agenda for approval at the April meeting.

B. Gift and Donation: Williams said this version eliminated any type of wording that had to do with naming rights. We may decide to put that back in at a later date. This policy will also be on the agenda for approval at the April meeting.

C. Circulation Policy Recommendation: Hill said this was done to streamline what happens when an item is overdue. We aren't charging fines to make money, just get our materials back. Finance recommended that the additional \$10.00 processing charge to not be automatic, but could be charged with discretion. Stephenson asked about the hotspots. Hill will just turn these off if they are overdue. Wonch asked if this policy applies to the library of things. Yes. Hill said the only change is to ask for the removal of the \$10 fee by default. Finance recommended this be approved as well and this is on the agenda for approval in April..

#### **D. Fundraising Feasibility Ad Hoc Committee Appointments:**

Library Board members: Tom Stephenson, Emily Petrovich, Nancy Wonch; Friends of the Library members, Camille Campbell, and Sharon Bacon; At large community members, Bill Donberg, Michele Spillaine, Rick Bellingham, Royce Ragland; communication team Karen Beery, and Laura Savoie; Staff, Pam Williams and Aaron Hill. Advisors: Mark Morrow and Rachel Jarosz.

**MOTION:** by McAuliffe,/Wonch to approve the appointments to the Fundraising Feasibility Ad Hoc Committee as listed above

Roll Call:

Stephenson: Yes

McAuliffe: Yes

Atkinson: Yes

Petrovich: Absent

Hults: Yes  
Pollister Amos: Yes  
Wonch: Yes  
Weber: Yes  
Motion carried.

**6. New Business:**

A. Adopt Calendar and Meeting Topic Schedule

We will continue to meet on the second Thursday of each month at 5:00 pm at the Governmental Center in Elk Rapids.

We will continue with Trustee Training  
Add January and July to review the Strategic Plan.  
Eliminate in March review and adopt goals for the year.

Appointment of investment officer:

**MOTION:** Pollister Amos/Weber to appoint Atkinson as the investment officer.

Roll Call:  
Stephenson: Yes  
McAuliffe: Yes  
Atkinson: Yes  
Petrovich: absent  
Hults: Yes  
Pollister Amos: Yes  
Wonch: Yes  
Weber: Yes  
Motion carried.

Selection of Banks:

There are no changes this year. Banks are Alden State Bank, 5/3 Bank and Charlevoix State Bank.

**MOTION:** by Pollister Amos/Wonch to approve the following banks Alden State Bank, 5/3 Bank and Charlevoix State Bank CDs

Roll Call  
Wonch: Yes  
Petrovich: absent  
Stephenson: Yes  
Pollister Amos: Yes  
Atkinson: Yes  
Weber: Yes  
McAuliffe: Yes  
Hults: Yes  
Motion carried.

Selection of Insurance Carrier: Right now, we are using the Michigan Municipal League insurance. Williams would like to review this when it comes due in May. We will look local and compare. Insurance is paid on the new building through July.

**MOTION:** by Pollister Amos/Weber to adopt the amended calendar as discussed  
Motion carried.

B. New TIF Plan Discussion: The Village will discuss this with us at our April meeting.

C. Communication Team Update: Petrovich is absent. Williams updated. The communications team has met every Tuesday since November. We are strategizing on next steps. This team has dissolved for now because now we are working on the feasibility study. The committee you approved today is starting to meet. We are looking at ways to meet with community members to come with us and be part of the campaign. We will put out a paper survey and online survey for the public. This committee will meet every other Thursday for six weeks. The goal is looking at how much we can raise and the various ways we can raise it. This will help us align our goals. Wonch gave feedback on possible surveys and possibly refining the audience. Weber asked regarding who suggested the community feedback? Williams said it's part of Mark's process. Hults asked if he could use the survey we already have and he answered that we will do our survey. Williams said the strategic plan survey is different. This will be focused on funding.

## 7. Director's Report

As presented by Williams and Hill

**Stats: Hill presented statistics** – inventory is complete, and we refined the process for lost and overdue books. Inventory should be a lot tighter from this point on.

### Staff:

### Cool things that happened in February 32 programs 447 people

- First homeschool meet up happened with over 30 people
- Closed on Cairn Hwy Building on Monday, Feb 26th

### March Programs: 30 scheduled programs, events or services

#### Regular programming

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

#### Special Programs:

- Destination Story time March 9th at the Milton Twp Fire Dept #2 60 people
- Homeschool Hangout March 12<sup>th</sup>
- First Books and Brews: Free Books from the Michigan Humanities 50 people attended the "Firekeepers Daughter" discussion at Shorts Pull Barn. The next one is scheduled for Townline Cider where "The Measure" will be discussed.

- Cookbook Club: Small Bites March 20<sup>th</sup>
- Spring Break activities for families: LEGO, Cardboard Creations, Story Time

### Updates:

- Continuing working with Atrium and cataloging to improve systems
- Summer Reading Planning has begun
- Attending an IMPACT 100 meeting in Alden to learn more about the organization and how they might partner with the library
- Attending LSTA Grant seminar from the Library of Michigan
- Attending millage seminar through the Library of Michigan
- First Fundraising Feasibility Work group met today. Will meet two more times, every other week in preparation of community interviews.

## 8. Standing Committee Reports

**A. Personnel Committee:** Nothing to report

**B. Financial Committee:** We met last week about the fund balance policy, gifts and donations policy and circulation policy changes.

## 9. Ad Hoc Committee Reports

**A. Building Committee:** Hults reported Weber will check with the township assessor to determine when the building can be removed from the tax rolls. It's our understanding that we are on the tax rolls until January of 2025. Weber said we may be able to make a retroactive adjustment. Hults will contact Dan Stiebel and consider leasing the space to whatever party may be interested. Hults would like to possibly list the building for rent for a period of 24 months. Pollister Amos asked if we would still have meetings there? Williams said we would like to keep the office spaces. Hults said he's just looking at leasing the warehouse space.

**MOTION:** by Atkinson/Wonch to have Hults contact commercial realtor Dan Stiebel about the potential to lease space in the new building for a period of up to 24 months  
Motion carried.

Hults said he's looking at selling off parts of the equipment in the building we have no need for. There is electrical transfer equipment there that would never be used by the library. Research needs to be done on selling it to generate cash.

**B. Strategic Planning Committee:** Wonch said we will review the strategic plan and what is happening with the library in July and January each year.

## 10. Friends Report

**As presented by Camille Campbell**

There was no official meeting as there was no quorum. Don't forget to make donations to the Glamor, Glitter and Glitz event.

## 11. Public Comment:

None.

**12. Board Comments:**

Pollister Amos was pleased to take the for sale sign off the new building. Thanks to Pam's husband Todd, Blaine Campbell and Rachel Jarosz for their help getting the old sign down and our new sign up. Thank you to Pro Image for doing the sign for us on short notice.

**14. Adjournment**

Meeting adjourned by order of the chair at 5:51 pm.

Respectfully,  
Julia Pollister Amos

LibBdMin3.14.24approved