

Elk Rapids District Library Board of Trustees
Regular Meeting
April 13, 2023, 5:00 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 49629

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

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

Members absent: None

Also Present: Director Pam Williams, IT Director Aaron Hill , Laura Savoie & Camille Campbell and one person in the audience

MOTION: by Weber/Atkinson to approve the agenda
Motion carried.

2. Public Comment:

None

3. Trustee Training: Library Policies – from the United for Libraries: Short Takes for Trustees
Pollister Amos said that it would be good to have our attorney review the policy we draft to make sure it is legal. Stephenson stated that we have done that in the past and usually updates/reviews have cost us \$250.00. William said our policies can be found on our new website. Nearly everything is on the website. Weber asked about our policy on hate groups? Williams said we do have a policy on meeting rooms, but not on hate groups. Weber asked about getting a link to the policy resources discussed in the film as a starter to the conversation. Williams will pass on the information. Williams suggested there are some policies that could warrant a committee because there is so much to it. It won't be for every policy, but perhaps just the complex policies.

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 March 9, 2023

B. Treasurer's Report and Approval of Bills

Corrections for the Minutes of the regular meeting on March, 9, 2023:

On page 2 under 6C clarify Weber's statement regarding timing to read as : Weber said if the deadline for broadband is for Memorial Day, should we set dates for other accomplishments?

On page 3 under item 6 C

Correct grammar to read..... so the change is that anyone who owns property or is renting or living in the library district area can obtain a patron card.

Also on page 3 under item 6 C

Change Weber's statement following Hill's comment (regarding transient workers use of the library) that he didn't think there were many. to read: Weber said he strongly supports giving transitory people all the access.

Correct grammar - Wonch Suggestions: Change "will" to "can

On page 5 under item 7C

Correct spelling - Wonch Suggestions: Correct lowercase e to capital E and to change patron's to patrons.

MOTION: by Wonch/Weber to approve the consent agenda with the minutes as corrected

Roll Call

Atkinson: Yes

Stephenson: Yes

Hults: Yes

Pollister Amos: Yes

Wonch: Yes

McAuliffe: Yes

Weber: Yes

Petrovich: Yes

Motion carried 8-0

5. Correspondence:

Stephenson said we were asked to look at a building. We will be meeting to look at a possible building site for the library at the Traverse Bay Manufacturing site which is in the Village limits on Cairn Hwy. Stephenson said this is probably the 14th site that has been suggested. Local architect Doug Levy is willing to work with us as we move through the process of recommending what's best. Pollister Amos said it's important to be transparent with the public that we are looking at possible locations. Stephenson reminded everyone that we must finish up our strategic plan before we can really come up with any recommendations on what to do and where to do it.

6. Unfinished Business:

A. Policy updates

Williams doesn't have any today but will bring Safety of Children next month. We did look at Material Selection policy but we will push that off so we can focus on one at a time. Pollister Amos asked about contacting Foster Swift? Williams said yes but they are on vacation right now.

7. New Business:

A. Donor Perfect

Laura Savoie reported that Donor Perfect is a program that we used to track/document contributions and distributions from the Capital Campaign. We got the renewal for this year and it's \$2,177.70. We can reduce the amount of the annual fee if we don't need the Constant Contact connection with it. If we reduced that, the cost would be \$99/month per month instead of \$181/month. If we find we need it, we can add it back in. They said you can cancel it but after 6 months your data goes away. Wonch asked if we could do the \$99/month and then go back to the part with Constant Contact later? Yes. Savoie recommends turning off the Constant Contact connection again for now. Williams asked who pays or that? Savoie said the campaign account. Cost for the year with the reduced service would be \$1,188.00.

MOTION: by Weber/Pollister Amos to change Donor Perfect agreement from the full agreement including Constant Contact to reducing to not have Constant Contact.

Roll Call:

Stephenson: Yes

McAuliffe: Yes

Atkinson: Yes

Petrovich: Yes

Hults: Yes

Pollister Amos: Yes

Wonch: Yes

Weber: Yes

Motion carried 8-0.

B. Torch Lake Township

Stephenson and Williams were talking about the contract with Torch Lake and we are in their budget for \$3500. We looked at how we were paid and it's rather sporadic. He suggested maybe Pam and he should talk to TLT about the rights for their taxpayers. It's like we are their library, but they are getting it for \$3500 per year. Williams said they have been paying for this since 2005. They are 14% of our patrons. They only pay 1%. Do I think they should pay 14%, no, but 1% is small. The contract should be renegotiated. We haven't gotten a payment since last January. It's due now. So, she'd like something a little more formal and it would be great if it was at the start of our fiscal year. Hults asked Atkinson if she knew what their tax base is. She said no. Williams doesn't have a number. Stephenson said we want to be fair to our taxpayers. Williams will meet with the finance committee. Hults said the TLT tax base is \$305 million.

8. Director's Report

As presented by Williams & Hill

Aaron Hill discussed metrics and statistics. Overall circulation is up about 50% from last year. the use of our online catalog has increased 300%. These numbers show library use overall has increased dramatically in the last year. A new Chat GPT kiosk will be installed in the library so patrons can talk to a robot and try out AI.

Williams provided updates on the following:

Staff:

Kate and Tristan went to Spring Institute Conference – came back with great ideas

Programs:

Bookmark

Plant exchange – was very successful , it may become a monthly thing

Wonders of Wildflower program is planned on the front porch

Harry Potter party

Wonder Wednesdays After School program with Newtons Road

Teen Advisory Board – has been launched, they will volunteer to help at the library and have input on programs and the collection

Summer Reading – an entire summer of fun is planned, it will be Williams’ first experience with Harbor Days, Mermaid under the bridge is returning

Other updates:

Phone upgrade – more modern system that starts on Monday the 17th.

Book moving and relabeling

Island House maintenance

Strategic Plan: Monday she should have updated core plan – it’s over 100 pages

Website is now live and it’s beautiful

Collaboration:

Historical Museum: Meeting in June for getting help digitizing some of our artifacts. It will be our first destination story time in September

Art and Connection: potential of hosting library events there

Write Here, Write Now: Choosing authors for the series.

Hults asked the tour Williams had with Kevin Lane from the ER DPW, regarding the building maintenance. Williams said the money for repairs is in the budget and the steps will be rebuilt this year. We talked about the back door and they will replace that and the windows are falling apart. If we don't act on those soon, we will need to call a pest company because we will get insects.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

Pollister Amos said they met and reviewed different examples of other library board director evaluation forms. We will come back and work to build what we can recommend to the board for use this June. Petrovich will digitize the evaluation form so you won't have to fill out a piece of paper.

B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson said they met and discussed two topics extensively. One is the DDA capture that has been going on since 2005. In 2022 they withheld \$6,023.39 and we may have the opportunity to be exempt from that. We are recommending to the board that we exempt ourselves from the DDA capture. We would like to have someone contact the attorney to find out what we need to do to pursue this. We believe we need to pass a resolution at the board level and then a letter is sent to make sure no future automatic captures occur. The attorney should also know what steps we need to take care of this.

MOTION: by Wonch/McAuliffe to take the steps necessary to accomplish the withdrawal from

the DDA capture so that we do not participate in it this year and going forward and we consult a lawyer for advice on the legal letter and how to draft the resolution.

Weber asked if we needed to spend the money on attorney fees, several other members felt that it was important to do so. It's not something that can be taken lightly or easily accomplished.

Roll Call

Wonch: Yes

Petrovich: Yes

Stephenson: Yes

Pollister Amos: Yes

Atkinson: Yes

Weber: Yes

McAuliffe: Yes

Hults: Yes

Motion carried 8-0.

Atkinson said the second topic we are seeking approval for consolidating our fund deposits to confirm that our FDIC coverage is safe. CDARS (Certificates of Deposit Account Registry Service) is a program that allows us to invest in CDs with different holders and maturity dates in one account so that the amounts invested with each institution are below the \$250,000.00 that is guaranteed by the FDIC. With unusual bank failures we recognized we should disperse our funds to make sure that we are covered by FDIC. The finance committee is recommending moving to one institution for reserve funds, and have them spread it out to many banks to get the coverage. Charlevoix State Bank offers that program. Atkinson has worked with them a lot and does recommend them. The 5/3 Bank does have excess funds there but Williams couldn't get a definite answer from them. Williams said the problem is we have two accounts and we asked if they are both covered, and they said it's covered as one. This is the money we spend and it has to be liquid. Williams also got in touch with Huntington, and they said even though they had said we weren't covered, we could be under a different product. For Huntington it's a liquid fund made up of US Treasuries and it's all in compliance. It's all covered, and we will have two accounts. You can log in but not transfer unless another signer approves it. They are paying 4.7% today. Williams said she'd like to have Atkinson and the finance committee talk about this with her and them after Atkinson's vacation. Pollister Amos said she'd prefer Charlevoix as Atkinson has used them before with success. Wonch asked what would happen to the Heffer fund and Independent Bank fund because they aren't insured. Heffer fund is at \$290K. Williams said that should move over to this new product. The 5/3 account is what is used to pay the bills. Williams said she needs to go in with someone who is a signer so she can get her questions answered. We have four banks we work with and we should chip away at this one at a time. Wonch asked if we have it in writing that Independent Bank is insured? Atkinson said no. Wonch said whatever we get, we need to have a contract with all of the banks where we have our money. We should have it formalized and we have a commitment in case it should come down to a bank failure. Atkinson said that's the beauty of CDARS. You can ladder the amount of money. Williams asked if she suggested this for all the funds? Atkinson said yes. Williams said her apprehension is deposits. This was discussed and resolved.

MOTION: by Wonch/Pollister Amos to place our banking assets with Charlevoix State Bank in

their CDARS program for distribution so that we have FDIC coverage for all our money taking into consideration what we need for operational expenses on a daily basis to be executed by the director and the treasurer as interest rates dictate.

Discussion about particular funds and eliminating a couple banks.

Roll Call:

Weber: Yes

Petrovich: Yes

Hults: Yes

Stephenson: Yes

Wonch: Yes

Pollister Amos: Yes

Atkinson: Yes

McAuliffe: Yes

Motion carried 8-0

Atkinson asked if we want to seek approval for a cash register? Williams said yes and explained the need. We've been working with the Friends. I'd like to purchase a Square cash register. We'd have a cash system so we can be in compliance with our insurance. It would be about \$700 and would be a good item to have because we can take it on the road in case we are selling items and would allow us to take credit cards. Change can be made from the register.

MOTION: by Wonch/Weber to approve the purchase of a Square cash register and approve the use of credit cards.

Discussion regarding credit cards and taking them – Wonch motion amended her motion to include use of credit cards

Roll Call:

Atkinson: Yes

McAuliffe: Yes

Pollister Amos: Yes

Stephenson: Yes

Hults: Yes

Petrovich: Yes

Wonch: Yes

Weber: Yes

Motion carried 8-0.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, McAuliffe

Hults said Tom & I looked at the Traverse Bay Manufacturing facility. We are a government board and that is commercial property that is being looked at by 3-4 buyers. By the time we get around to considering, it will be gone. Research shows there are people looking to actively buy that. It would probably be the least expensive per square foot. There are a lot of positive things about it and it's still in the Village. Stephenson said we will look at it again next week. The building is 16,000 – 17,000 square feet on 3 acres. There's a lot of positives. We can't make a fast decision on it but we will look at it.

Stephenson said he sent out a library expansion checklist regarding the different steps we need to take as a government agency during this process. There is a lot to do and we need to realize where we are at in the process. Another question is whether our current budget would support an expanded library. Hults said we would also have to officially vacate the previous library plan and what was donated would need to be returned unless those donors wanted to support a new plan.

B. Strategic Planning Committee: Stephenson, Weber, Wonch
As soon as we have something, we will discuss it.

11. Friends Report presented by Camille Campbell.

Campbell said we held a hybrid meeting on March 27th at the library. In the past, the Friends haven't met in the winter. Being able to do a hybrid at the library is great. We are continuing to collect jewelry for the 2024 GGG event. Update on the Pine Hill Event on April 20th. We've been getting requests for donations, so we did give \$100 to the Garden Club (they beautify the library) and rejected Green ER and the Easter Egg Hunt request for donations since neither of them supported our mission. Our Book Cellar is great. We approved purchasing aprons for those who work in the cellar as they get dirty and we also ordered enough extra aprons to sell them. Update on PR and marketing. The biggest thing we are doing is making it clear that the fee to join the Friends of the Library is an annual fee of \$10.00. We are talking about Friends covering programming costs at the library going forward. Next meeting is April 24 at 4 pm at the library.

12. Public Comment:

None

13. Board Comments:

Pollister Amos suggested that Williams or other staff consider attending a joint meeting that is being held regarding Horse Shows by the Bay. The meeting May 25 at the Governmental Center at 5 pm and is intended for neighboring governmental bodies to be informed about the impact this event has on local communities. It may be a good time to make information available about services the transient workers can access here.

Dick Hults said Mike Weber will be the township treasurer for Elk Rapids Township.

Wonch complimented the library staff for what a space they've created and all of their hard work.

Stephenson said there is money from AT&T out there for grants to teaching tech.

14. Adjournment

Meeting adjourned by order of the chair at 6:43 pm.

Respectfully,
Julia Pollister Amos
LibBdMin4.13.23DRAFT