

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

Approved 8.10.23

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

Members Present: Tom Stephenson, Emily Petrovich, Dick Hults, Nancy Wonch, Mike Weber, Julia Pollister Amos and Dan McAuliffe.
Also Director Williams and IT Aaron Hill

Members absent: Liz Atkinson

Also Present : Friends Liaison Sharon Bacon, Friends Chair Camille Campbell, Friends Treasurer Laura Savoie and 4 other members of the public.

2. Approval of Agenda

MOTION: by Pollister Amos/Wonch.
Motion carried.

3. Public Comment:

No one wished to speak.

Trustee Training: MELCAT

Members watched a video and Williams answered questions about the program. Northland Co-op pays for the shipping costs for this service – MCLS runs the program. Director Williams pointed out that trustees should be ambassadors for MeLCaT and therefore should know how to use it!

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 of June 8, 2023 and special meeting minutes of July 6, 2023

B. Treasurer's Report and Approval of Bills

MOTION: by Wonch/Weber to approve the Consent Agenda

Roll Call

Weber: Yes

Wonch: Yes

McAuliffe: Yes
Petrovich: Yes
Pollister Amos: Yes
Stephenson: Yes
Atkinson: Absent
Hults: Yes
Motion carried 7-0, 1 absent.

5. Correspondence:

Stephenson has hosted several tours of the Traverse Bay Manufacturing building and has had a lot of correspondence about it. Through the Friends, we got a note from someone asking us not to ban books. Update on fiber hookup. Stephenson will be doing tours on a regular basis of the building.

6. Unfinished Business:

A. Option to Purchase Agreement

MOTION: by Pollister Amos/Wonch to consider the purchase of 180 days of time for \$35,000.00 to allow us to do due diligence and consider public input on potential purchase of Traverse Bay Manufacturing building at 8980 Cairn Hwy, Elk Rapids.

Discussion. Stephenson thanked Hults and the building committee for hammering this out. Hults said the seller has asked us to keep him informed of the process. Pollister Amos said we talked about this at the special meeting. 180 days sounds like a long time, but it's not. I know it took the building committee a lot of work to get to this point, now we must move quickly, and we must have everyone's involvement. Stephenson said the process is that we will make a request to look at the structure and a title search. We are talking with a group about running the campaign. John Reed is a local architect, and he will assist us in finding the right architect. We have a lot of experts close by. We are more than happy to listen. Weber said he's asking about funding contingency. We are spending \$35K to buy 180 days. We must come up with \$1.2 million in 180 days if we decide to buy, and if we do the \$35K will be part of that. If we don't decide to buy it, we lose the \$35K. Weber asked if we don't exercise the option can they sue for performance? Wonch said no.

Roll Call:
McAuliffe: Yes
Atkinson: Absent
Pollister Amos: Yes
Stephenson: Yes
Hults: Yes
Petrovich: Yes
Wonch: Yes
Weber: Yes
Motion carried 7-0, 1 absent.

[Audience applauded]

Stephenson signed the paperwork. Stephenson and Pollister Amos signed the deposit check which Hults will deliver to Riverside Title.

Hults discussed the process. The seller wouldn't sign the agreement until we made the agreement with our signature. The check and paperwork will go to Riverside Title to open an escrow account and they will act as a title company and do a title search. We will start with engineering firms and environmental firms. Hults asked how much financial approval do you want me to get from you through this process? What would be suitable for a max? Could be as high as 35-50K for the process. Hults asked about using Performance Engineering for the engineering assessment. They have performed well locally and they will bill by the hour. Discussion of environmental report. Wonch asked if we need to put out an RFP (Request for Proposal)? Pollister Amos said this is money from a grant, rather than public money. Weber suggested we do 3 bids unless the board says it's not necessary. Hults said doing that in 180 days would be challenging. Pollister Amos asked Hults how much he expected that he would need to spend in the next 30 days.

MOTION: by Wonch/Petrovich to authorize Hults to spend up to \$5,000.00 within the next 30 days to get the process started for inspections of the building.

Roll call

McAuliffe: Yes

Weber: Yes

Petrovich: Yes

Hults: Yes

Stephenson: Yes

Wonch: Yes

Amos: Yes

Atkinson: Absent

Motion carried 7-0, 1 absent.

Hults said there are items he won't be asking for inspections since we will not use them and we would be updating those. (Example outdated AC)

Pollister Amos asked who will be putting out the RFPs for the Phase II environmental study?

Campbell discussed Phase I and Phase II. Campbell will email Hults the vendor she knows.

7. New Business:

None

8. Director's Report as presented by Williams

Staff

Owen Turick will be leaving us for college. Anticipate hiring another high school student to replace him.

Jody Wilson is a notary and has agreed to provide services to our community.

We need to develop a policy and are looking at samples.

Programs

- Summer Reading activities are in full swing. The library is very busy as we host programming 4 days of week.
- Special Event this month is Thursday, July 20th @ 6:00 Rotary Park. Bring a lawn chair for our community drum circle.
- Write Here, Write Now first event is open for registration Anne Marie Oomen's latest book the "Long Fields: Essays".
- 1000 books before kindergarten will be funded by the Friends of the Library through a donation from a private donor.

Updates:

- Rain flooded the basement; the village brought a dehumidifier. Caused by clogged gutters and downspouts. Informed the village and talked with John Matthews about a CIP (Capital Improvement Plan) for the Island House.
- Audit: sent a backup copy of QuickBooks and all the meeting minutes to the Auditor will be in house on Wednesday, July 19th.
- Received a donation of an extensive Dickens Village which will be displayed with our Christmas decorations. It was donated by Jennifer Wydra and came from her mother Beverly Skelley's collection.

Hill provided statistics for June. 3700 check outs. Our FB engagement was up 2.5 times what it was last year. This is a huge improvement. Hill has been going through computers and installing new software for content creation. In June for MELCAT, we got 170 items, and we lent out 50 items. Stephenson asked about tech help. It continues to be popular. Stephenson went before the Elk Rapids Village Council and discussed the strategic plan. At that time, Hill had to provide the Village with help to get their Zoom working. We are up over 100 interactions providing tech help. Hill said how many are successful and that's at 93%.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Petrovich

Pollister Amos said we were supposed to have our evaluation of Williams in June, but because of other things going on, like the Strategic Plan and the Audit we are going to do the evaluation later. We want to give her a chance to catch her breath.

B. Financial Committee: Atkinson, Pollister Amos and Weber

No meeting

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, McAuliffe

Previously discussed.

B. Strategic Planning Committee: Stephenson, Weber

Stephenson said they went before the Elk Rapids Village, and they will next be going to the townships. We will push the plan out and present it to everyone when we get the chance. He's thinking about the campaign committee, and we need to think about how we are going to do this. It will be a combination of board members and citizens. We are working on a plan.

11. Friends Report

As presented by Sharon Bacon

Recent successes: We have two new volunteers in the Book Cellar and it will exceed its projected budget income by 13%. We aren't running out of books yet. We now have 14 or 15 active volunteers. The membership campaign is doing well. Kudos to those organizing the author event. It was sold out. People came from significant distances. We were complimented on our organization as being welcoming. We are happy to be contributing to the summer reading program. Next meeting is July 24th in the library at 4 pm. Williams said Bacon helped with Evening on River Street and that's been great. Thank you for doing that.

Public Comment:

Rick. Bellingham said terrific work regarding the potential purchase of the building! The thing that excites me around the next phase of this regarding ownership, cost, and possibilities. This will help to mobilize the campaign.

Diane Richter appreciates the work you've put in and the transparency and how you're working to include the community in this decision.

13. Board Comments:

McAuliffe said he's happy we are moving ahead. Hults said there are extra copies of the purchase agreement. Pollister Amos said she's very happy. Stephenson is happy we got to this point and happy to be moving forward.

14. Adjournment

Meeting adjourned by order of the chair at 5:55 pm.

Respectfully,

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