

Elk Rapids District Library Board of Trustees
March 1, 2022
5:00pm SPECIAL Meeting
held in person at the Government Center, 315 Bridge St, Elk Rapids

approved 3/10/22

1. Call to Order: By President Tom Stephenson at 5:00 pm

Members Present: Tom Stephenson, Liz Atkinson, Julia Pollister Amos, Karen Simpson, Nancy Wonch, Dick Hulst

Members Absent: Dave Kopkau, Mike Weber

Also Present: Director Nannette Miller 2 members of the public were in the audience at the start of the meeting

Attending via Zoom: Pam Sebolt and Lissa Krull from MCLS (Midwest Collaborative for Library Services)

2. Approval of the Agenda

Motion: by Pollister Amos/Atkinson to approve the agenda

Motion Carried

3. Strategic Planning Proposal from MCLS

Stephenson stated that the goal was to have a survey out by April 1st. He expected that we would have to run the survey for 8 weeks to capture the parents ,students and returning snowbirds.

Sebolt went through the proposal for Option 1 that related mainly to the community engagement piece. We would have the option to do just the engagement parts and could add the strategic planning pieces after that. A strategic planning committee of 12-15 members would be created including the director, key staff, some Library board and Friends board members. Their role would be to identify people to engage with in the community by having one on one interviews. There is also a community survey that is more related to library services. MCLS would take the results of those interviews and the community survey and summarize them into a community engagement report that would be themed from the responses from those interviews. The report would identify ways that the library could meet the needs identified. The strategic planning committee would also engage with staff in a half day strategic planning retreat. The vision and key strategic goals and key values would be set during that planning. The next step in the process is a staff operational retreat to put the key strategic focuses into practices. Goals and activities to reach those goals would be set. A final plan is derived from all of the above and a timeline for achieving the goals is set.

Option 2 also has different options.

Stephenson asked if any board members had questions.

Stephenson asked if the community survey would include paper surveys. Sebolt shared that they would utilize the online Survey Monkey as well as paper surveys. Stephenson asked if there

were supporting documents for promoting the survey and Seabolt stated that there are not. Those are usually developed by the individual libraries. MCLS keeps track of responses and provides a weekly summary report and does have tips to recommend that may encourage responses.

Stephenson asked if there was a way to compare our results to those done by the Traverse District Library and the Leland library. This may be best done with them directly.

Stephenson asked how long it would take to get the survey up and running. Seabolt stated they would have to work it into their schedule and felt that work could be done in the last 2-3 weeks of March to co-create the survey and make it available. Stephenson asked if the sample survey questions that MCLS provided were used by Traverse City and Seabolt explained that Traverse City had done things a little differently. They did not do the one-on-one discussions described in Option 1, but put all of those questions into the survey format. Lissa Krull, who had worked with Traverse City, said that they did both. Stephenson asked for clarification if some of the value questions could be put in the survey. Seabolt said that was possible, but because they are two different things and described doing two separate surveys. She did not recommend doing them together.

Pollister Amos asked if the example questions were the only options, or can we use our own questions. Seabolt replied that we can adjust or change as we choose. She says that usually 3 and a half pages is about the limit – usually 20 questions.

Wonch asked if an example of a values question would be “Where do you see Elk Rapids going growth wise in the future and how do you see the development of the library as meeting, not just current needs, but future needs?” is that an example of a values question? Stephenson said yes. Seabolt stated that the values questions are based around the values and aspirations and concerns of the community as a way to get more impactful and relevant answers to questions like “What kind of community do you want?” and “What can the library do to support the community aspirations?” Those questions would be asked during the one-on-one interviews as well.

Simpson asked if there were plans to bring updates to the full board during the process. Stephenson said yes. Seabolt stated they report back on where the survey responses are coming from but don’t send response answers until the final report.

Atkinson asked what the plan was. Stephenson stated that the board will vote on March 10th whether to proceed with Option 1 of the MCLS proposal.

Simpson asked if we could add on Option 2 at a later date and was told yes.

Hults asked if we are just considering option 1 at this time at a cost of \$17,000.00

Simpson asked if we knew if the Traverse City and Leland libraries did community conversations and was told yes. Seabolt stated that Traverse Area District Library did the community conversations and also did a values survey. Krull stated that she thought Leland only did community conversations.

Wonch asked if Option 2 could be added later and Seabolt stated yes depending on how quickly the process needs to go and perhaps it might increase the cost.

Hults asked for a projected completion date. Seabolt suggested August – September depending on what options were chosen. They usually have surveys out for a week so if we want it open for a month or more then the timeline is extended.

Atkinson is pleased that this firm is specific to Libraries. Seabolt stated that most of their staff comes from the library world.

Hults would like time line due dates in the contract.

Pollister Amos stated that she thought she heard Lissa Krull state that Traverse Area had included value questions in the initial survey. Simpson agreed. Pollister Amos suggested that doing that in the initial survey could be important to identify more than just needed services, but also to know what people want/need.

Discussion among the board and director about potential processes.

4. Employee Handbook Amendment

Pollister Amos stated that a change recommended by our attorney is highlighted in green. Amending the section titled TERMINATION/RESIGNATION to “TERMINATION/RESIGNATION/RETIREMENT” and changing the second paragraph to read “Employees who retire or resign with proper notice will be paid all of their unused accumulated paid time off. Employees who are terminated or resigned or retire without proper notice will forfeit any unused, accumulated time off.”

Miller stated that the way this is written that is contradictory to another portion of the handbook because that portion states that part time employees loose their paid time off. Pollister Amos suggested that a Foster Swift education email indicates there could be additional changes made to employee handbooks in the future.

Simpson asked if this would be corrected by just changing the section to read full time employees.

Miller stated yes but didn't think is should be since she thought it should apply to everyone.

Pollister Amos agreed and indicated that was the intent.

Wonch asked if part time employees get sick and vacation time.

Miller stated no, what they get is earned paid time off. For every 200 hours they work they get 10 hours of paid time off.

Pollister Amos stated that she thought we should do what the attorney recommended.

Simpson suggested amending the handbook further by eliminating the contradictory pieces. Pollister Amos stated that the basic question is do we want the staff that has a done a good job

and given the required amount of notice to be paid their accumulated paid time off.

Simpson and Wonch suggested taking out the lines that are contradictory.

Pollister Amos read from the page that refers to the unused paid time off.

Under PERSONAL LEAVE change the section to read:

Full time employees will earn 16 hours of personal leave per year beginning on the date of hire. (REMOVING “Unused hours of personal leave are lost at the end of the year”.)

Part time employees will earn paid time off at the rate of 10 hours of paid time off for every 200 hours worked. For part-time employees, accrual of earned leave begins after the successful completion of the 6 months of employment with the Elk Rapids District Library. Part Time employees may accrue up to 40 hours of paid time off. ((REMOVING “All accrued leave will be lost upon resignation or termination of the employee.”))

Miller asked board members to confirm that they each have a copy of the spiral bound Michigan Library TRUSTEE MANUAL 2021 edition. Simpson stated that she did not have a copy. Miller stated that a printed copy of the 2017 version was in the trustee manual but the 2021 editions came spiral bound.

Pollister Amos will see if former trustee Chuck Schuler still has his copy.

Miller stated that the updated trustee handbooks could be picked up the end of this week.

4. Public Comment

Trish Perlman asked how many hours it took to be a full time employee. The answer was 40 hours. Wonch pointed out that the library is required to pay overtime for anyone that works over 40 hours in a week. Miller is the only full time employee. She is salaried and exempt from overtime.

Adjourned by order of the chair at 2:57pm

Respectfully submitted,
Julia Pollister Amos, Secretary