

**Elk Rapids District Library Board of Trustees**  
**October 13, 2022, 5 pm**  
**Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629**

**1. Call to Order:** By President Tom Stephenson at 5:03 pm

**Members Present:** Tom Stephenson, Julia Pollister Amos, Dick Hults, Mike Weber, Karen Simpson, Nancy Wonch.

Members absent: Atkinson excused

Also Present: Interim Director Aaron Hill and Director Pam Williams. This meeting is being held in person at the Elk Rapids Governmental Center. There are 5 people in attendance at the start of the meeting

**2. Approval of Agenda:**

**MOTION:** Motion to approve the agenda by Simpson/Kopkau  
Motion carried.

**3. Public Comment:**

None

**4. Board Education: Northland Cooperative**

Linda Adams of Northland Library Cooperative spoke about the history of the organization and the needs served by the cooperative.

**5. 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 September 8, 2022
- B. Treasurer's report and approval of bills

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

Roll Call:

Simpson: Yes

Atkinson: absent

Hults: Yes

Kopkau: Yes

Stephenson: Yes

Weber: Yes

Wonch: Yes

Pollister Amos: Yes

Motion carried 7-0

Stephenson introduced Pam Williams as the new Library Director and welcomed her.

**6. Correspondence:**

A. Elk Rapids District Library: Boards & Commissions Presentation

Stephenson did a presentation before the Village Council and the ER Township Board and Milton Township Board bringing them up to date on our activities. He was also requested to come before the Village Council to discuss the community engagement report. We had one request for a refund for \$3,000. Stephenson has been getting a lot of praise regarding the turn around the library has made. We are looking at working out a deal regarding running fiber to the library. This was one of Director Williams initial requests. We got a verbal quote for 200MB up and 200MB down for \$316/month. That's an unlimited price. We project installation by the end of the year.

**7. Unfinished Business:**

A. Audit Acceptance

Pollister Amos asked if there were questions. None. Weber further explained the process.

**MOTION:** to approve the Kammerman and Bascom audit by Weber/Wonch.

Roll Call:

Simpson: Yes

Stephenson: Yes

Atkinson: absent

Pollister Amos: Yes

Hults: Yes

Weber: Yes

Wonch: Yes

Kopkau: Yes

Motion carried 7-0

B. Director: introduced above by Stephenson. Pollister Amos said we are thrilled to have you on our team others agreed.

**8. New Business:**

A. Community Engagement Report

Stephenson said a lot of ideas were generated. Simpson said she had done word clouds like the ones presented in the MCLS report. She produced a word cloud for use on Evenings on River Street and showed an example. She'd like to use the MCLS word clouds, mount them on a white board put them in the library. Sharon Bacon said we've gained a lot of community credibility the way this was handled, and we can say we have a good cross section of respondents. The book mobile idea is gaining traction. Williams said she was pleased at how much people care about this library because they took the time to complete the survey. The process moving forward is that the strategic planning committee should meet and develop the strategic plan and then create steps to implement it.

Pollister Amos suggested working with the Meals on Wheels program to make books available throughout the area.

## **9. Director's Report**

As presented by Hill

Hill welcomed back former employee Tristan Ferguson to the staff. We are excited with the progress made on the library card program with Cherryland Middle School. Students have school IDs with barcodes, they will use these to access the library. So far, the project is scalable since we were able to bulk upload the information for the middle school students. We are moving forward intentionally that way. The Friends have committed \$300/month up to a total of \$3,000.00 for our young adult book budget, and we thank them for that. The commitment from the Friends is enormous. We are working on updating the collection for juvenile readers. Next steps are to develop outreach on how to use the online catalog and a tool to request new materials and then do a weekly delivery to the library. Students can also use the library at any time. We have new 55" TV. Simpson came in earlier this summer, and we did a casual tour and she suggested we get a TV. We used to have a projector but that was quite dated. It's mounted to the wall in the back, and it was ready to use for an event this past Sunday for a presentation on haunted lighthouses. Hill pointed out a chart about foot traffic and we've been able to maintain people coming into the library as the fall continues. Stephenson gave kudos and thanks to Hill for the work he's done as the interim director and as well as working with Williams to be ready.

## **10. Standing Committee Reports**

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson

Pollister Amos: No report

B. Financial Committee: Atkinson, Weber and Pollister Amos

Weber reported that there was a meeting about the audit to review it and it went well.

## **11. Ad Hoc Committee Reports**

A. Building Committee: Hults, Stephenson, Atkinson

Hults stated we've been taking ideas from community members.

B. Strategic Planning Committee: Stephenson, Weber

Stephenson reported that the committee will meet and look at the MCLS report to determine the next steps. Julie Brown School Superintendent, and Holly Spencer President of the school board has been added to the team that will work on the strategic plan. He plans to get the group together to discuss the community engagement report before December.

## **12. Friends Report**

As presented by Sharon Bacon

We had our annual meeting via Zoom. We had good participation. We had a good year financially with \$30,944 net income. We didn't get large donation requests from the library but we supported the library of things. Most of the funds came about through one massive fundraising event so we won't have that result every year, but it should be noted that we had a great year in the Book Cellar. Our shelves are starting to get a little bare, but \$12,800 is the largest we've raised in the Book Cellar. Bacon is the new liaison to the board as Camille Campbell is now Chair. Campbell worked with Hill to bring lunch to the staff last week during

Library Appreciation month and that was well received. We are planning a welcome for Williams with a larger gathering once she gets settled. We are hoping you will be attending the event at Townline Cider for the Friends. A few tickets will be available at the door. Next meeting will be October 24 and November 28 at the ER conference room adjacent to the police station.

Stephenson thanked Bacon for her great work on the Friends board. The collaboration will keep getting better.

**13. Public Comment: Same rules as previous public comment**

None

**14. Board Comments:**

Simpson said the downtown group and the chamber are collaborating on something called Four Under Forty for up and coming folks in the area. Simpson can send a link if there is someone you'd like to nominate.

**15. Adjournment**

Meeting adjourned by order of the chair at 5:54 pm.

Respectfully,  
Julia Pollister Amos  
Secretary, Elk Rapids District Library Board.