

**Elk Rapids District Library Board of Trustees
November 10, 2022, 5 pm
Elk Rapids Government Center, 315 Bridge Street, Elk Rapids MI 9629**

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

Members Present: Liz Atkinson, Tom Stephenson, Karen Simpson, Dick Hults, Nancy Wonch, Mike Weber.

Members absent: David Kopkau

Also Present: Director Pamela Williams and IT Aaron Hill. This meeting is being held in person at the Elk Rapids Governmental Center. There are no people in the audience at the start of the meeting

2. Approval of Agenda:

Under New Business, the Budget Amendment is discussion. A special meeting will be called on Monday for action.

7B should be Banking Signers Update

MOTION: by Simpson/Wonch to approve the agenda as amended.

Motion carried.

3. Public Comment:

None

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 October 13, 2022

B. Treasurer's report and approval of bills

MOTION: by Simpson/Wonch Motion to approve the consent agenda .

Kopkau: Absent

Weber: Yes

Wonch: Yes

Hults: Yes

Atkinson: Yes

Simpson: Yes

Pollister Amos: Yes

Stephenson: Yes

Motion carried. 7-0, Kopkau absent.

5. Correspondence:

Stephenson said there was one request this week for a refund of \$1,000.00 and Williams is taking care of that. Stephenson said he, Williams and Weber have gone before the community to introduce Williams and they also presented the Community Engagement Project Update power point. It went very well. Tech Help with Aaron at the Library is now available on Tuesdays from 10:00am – 12:00pm and on Thursdays from 1:00pm – 3:00pm.

6. Unfinished Business:

None

7. New Business:

A. Budget Amendment

Williams presented the new budget. She went line by line for questions and discussion. Weber said he trusts all the math, but this is not accrual accounting. This doesn't show year to date. Wonch asked about the year to date column. Discussion about accrual versus cash accounting. Williams said it makes sense to do cash based accounting. Atkinson agreed and discussed how other libraries do it. Hults had no comments. Pollister Amos agreed that cash accounting was sensible, generally, the CPA converts it during the annual audit. Stephenson said he knows we need more money in the budget for books. Stephenson said there will be a special meeting on Monday morning at 10:30 (changed to 11:00am because of scheduling conflict)) at the Governmental Center to review and approve the budget amendment.

B. Bank Signers Amendment

Williams needs to be added as a signer on the Independent, Huntington, Fifth Third and Alden State Bank accounts.

MOTION: by Simpson/Atkinson to update the signers to include Pam Williams for the Independent Bank, Huntington Bank, Fifth Third Bank and Alden Bank bank accounts and authorize her to obtain an Alden Bank credit card in the library's name with a \$5,000.00 limit.

Roll Call:

Hults: Yes

Pollister Amos: Yes

Weber: Yes

Stephenson: Yes

Kopkau: Absent

Atkinson: Yes

Wonch: Yes

Simpson: Yes

Motion carried 7-0. Kopkau absent.

8. Director's Report

As presented by Williams

Next month she will give a detailed report on numbers which she will do quarterly. She has taken over the bills from Laura Savoie. Savoie has been very helpful in this transition process. She is happy with Integrated Systems of Traverse City doing the payroll. She's met with Johnson Control to upgrade some of our alarm systems. She's met with Atrium which is the circulation

system. They are doing an upgrade after December. She met with the village DPW who came and cleaned the gutters and they looked at the door jam on the back door. It is rotting and needs to be replaced. They have money in their budget for that. She met with Newton's Road and discussed strategies for utilizing the STEM kits in after school programs. She met with Xerox for WiFi printing. They are working on their fax machine too. She met with John Petrovich regarding a new website design. She went to meetings with Northland Co-Op about Overdrive. This is going away in 2023 and you will have to have a Libby ap. Weber asked about Hoopla. Hill talked about how the content was purchased by Overdrive. Right now we don't have a streaming service. Most are structured as a pay per use and with a small library, you have to watch the budget. Update on the U of M conference, Friends of the Library meeting and meeting with the Village Manager. Update on programming items including book club, story time, Pokemon club, family craft on Sundays, turkey book folding, and after school programming. Update on Community Engagement activities. There is a teen starting a book club and we are working with her to get the word out about it.

Simpson left the meeting to attend another event at 5:53. She was elected as the Village President, so she must resign from the library board. She will be here until her replacement is found. Stephenson congratulated her on her win.

9. Standing Committee Reports

A. Personnel Committee: Pollister Amos, Atkinson, Stephenson

Pollister Amos said we've decided to wait on the Director's evaluation for six months until Williams has had some time on the job. Goal is for completion in April and Williams will do her evaluations of staff at the same time.

B. Financial Committee: Atkinson, Pollister Amos and Weber

Atkinson said they haven't met but they will have a meeting on December 20th. A time will be set later.

10. Ad Hoc Committee Reports

A. Building Committee: Hults, Stephenson, Atkinson

The township and the village are still working on the Island House ownership question.

B. Strategic Planning Committee: Stephenson, Weber

Stephenson said the committee met and went over the plan. MCLS will be in town December 13th and will meet with the Director and staff for 4 hours. Then we can put together something we can bring to the board. The report is on the website. Stephenson said people are interested in talking about a book mobile and Pollister Amos suggested starting this idea through the Meals on Wheels delivery program.

11. Friends Report

As presented by Sharon Bacon

They met on Oct. 24 and they welcomed Director Williams. Bacon discussed the Fall, Flannel, and Friends event and the money raised which will help update the collections for YA at the library. Update on the Glitter, Glamour, and Glitz event which will be held on 2024. Jewelry donations can be dropped off at the library and Bacon thanked the staff for helping with that.

The Book Cellar is getting low so they will be appealing to the community for donations. Bacon thanked the library staff for taking the donations of used jewelry for the event. \$1,965 will be provided for Story Time/Programming as the programming coordinator was paying for things herself. In the past, the Friends haven't met in the winter. This year, they will meet most months. Next meeting is December 5th at 4 pm.

Public Comment
None

Board Comments:

Stephenson said the maker's room is opened and in talking to Kate, one week we had 29 little kids and 10 parents. The room is full. You hate to see it that crowded. We have a space issue.

14. Adjournment

Motion to adjourn by Wonch/Hults at 6:06 pm. Motion carried.

Respectfully,

Julia Pollister Amos
Secretary, Elk Rapids District Library Board

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Julia Pollister Amos