

The regular meeting of the Library Board was held at the Eaton Rapids Area District Library, 220 S. Main Street on **Thursday, December 12, 2019**. The meeting was called to order by Jan Denton at 6:30 pm.

Members Present: Jan Denton, Nancy Pople, Amanda Norton, Mike Foley, Emily Bodkin and Kathy Ostrowski

Members Absent: Matt Swan

Others Present: Anna Curtis, Tammy, Amanda Ferguson, Chuck Nicholson

The **Agenda** was approved as printed. Nancy Pople made a motion to approve agenda, supported by Emily Bodkin. Passed unanimously.

Approval of the November 7, 2019 minutes. Nancy Pople made the motion to approve minutes, supported by Amanda Norton. Passed unanimously.

Financial Report - Approval of Bills to be paid. Emily Bodkin made the motion to pay bills, supported by Mike Foley. Passed unanimously.

Library Director Report was given by Anna Curtis. Tammy led a very successful Christmas Bulb Painting program and hosted two Finance Seminars. Erin conducted preschool storytime and worked on newsletter. Teresa conducted four staff one-on-one meetings and completed weekly Harwood trainings. Amanda completed weekly Harwood Trainings and worked on several MeL issues. Jeremy offered one Grow with Google seminar and worked on procedures for staff manual. Anna continued to work on Strategic Plan, worked on the State's annual report and followed up with Eaton Rapids Township regarding their Board Appointments. Potter Park Zoo returned in November bringing 45 attendees and the StoryWalk story was changed out.

Committee Groups - Friends Group is scheduling a special meeting on a Saturday in 2020 for Shirley Bruursema to attend. Members reviewed their annual audit and authorized \$250 for materials for the Hometown Family Christmas Float.

Old Business - Chuck Nicholson is the new Board Member starting in 2020 to replace Mike Foley, whose term is ending.

New Business - a. Auditor's Report - Financial procedures are good and books are clean. Board may look into diversifying accounts to get full FDIC insurance. Amanda Norton made a motion to accept the 2018-2019 audit as presented supported by Emily Bodkin. Passed unanimously.

B. Board Resolution Honoring Mike Foley

Board Comment - January is the goal for the Strategic Plan results.

Public Comment - Amanda and Tammy would like their PTO to be 4 hours for every 100 hours worked, which would equal the same as other part time employees.

The meeting was adjourned at 7:24 pm.

Respectfully Submitted,

Kathleen Ostrowski,
Secretary