

The regular meeting of the Library Board was held at the Eaton Rapids Area District Library, 220 S. Main Street on **Thursday, January 9, 2020**.

Oath of Office - Chuck Nicholson and Amanda Norton took oath to be official board members of the Eaton Rapids Area District Library.

The meeting was called to order by Jan Denton at 6:30 pm.

Members Present: Chuck Nicholson, Jan Denton, Amanda Norton, Matt Swan, Emily Bodkin and Kathy Ostrowski

Members Absent: Nancy Pople

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

Approval of the December 12, 2019 minutes- with amended last names of the public that attended the December board meeting. Chuck Nicholson made a motion to approve minutes with amended last names, supported by Emily Bodkin. Passed unanimously.

Financial Report - Approval of Bills to be paid. Matt Swan made the motion to pay bills, supported by Kathy Ostrowski. Passed unanimously.

Library Director Report was given by Anna Curtis. Tammy was back at the Senior Center with a craft and working with Jeremy on upcoming technology classes. Erin conducted preschool storytimes and visited the Teen Center to discuss bringing programs to them. Teresa conducted four staff one-on-one meetings and worked on adding spine labels to several items in the collection. Amanda prepared for the tween and teen Christmas party and sent out invoices for overdue items. Jeremy began to organize and contain the cables at the public computer terminals. Anna continued to work on Strategic Plan, the final report should be completed by February. Anna reached out to city regarding starting an Eaton Rapids walking club in the spring. The first two property tax checks were received late in the month.

Committee Groups - Friends Group did not meet in December and the January 8, 2020 meeting was moved to January 15, 2020.

Old Business - PTO Discussion/Update - In November 2019 PTO was discussed and the board decided to keep the PTO same as it was. Two employees were asking for the same

amount of time as all part time employees. Matt Swan made motion that all part time employees receive one week up front PTO beginning January 1, 2020, full time employees PTO would stay the same and new employees would be on a 3 month probation before PTO started, motion was supported by Chuck Nicholson. Passed unanimously.

New Business - a. Election of 2020 Board Officers - Matt Swan made a motion that Board Officers stay the same, motion supported by Emily Bodkin. Passed unanimously.

b. 2019 Annual Report - look great

c. Review of 2019 Library goals- there was an 11% increase in summer reading participation, items have been added to Things Collection, the new awning cost will be split over fiscal years due to repairs needing to be made to comply with city ordinances. New programming is continually being added for all age patrons and many interests.

Board Comment - There was no board comment.

Public Comment - There was no public comment.

The meeting was adjourned at 7:25 pm.

Respectfully Submitted,

Kathleen Ostrowski,
Secretary