

The regular meeting of the Library Board was held as a Zoom meeting on **Thursday, October 8, 2020**.

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

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

Members Absent: none

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

Approval of the September 10, 2020 minutes - Matt Swan made a motion to approve minutes, supported by Emily Bodkin. Passed unanimously.

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

Library Director Report was given by Anna Curtis. All staff attended the Coping and Resilience Workshop in September. Jeremy planned Cyber Security Awareness Month videos and uploaded videos to the ERADL YouTube channel. Tammy worked on procedures of her responsibilities for her retirement in November. Amanda worked on MeL late notices and labeling Adult Fiction. Teresa worked on cataloging and helping Tammy with the Yearbook project - digitizing all Eaton Rapids High School Yearbook from 1950-2019. Erin stayed in contact with WILX and monitored ERADL social media on a daily basis. Anna has been working on new procedures to keep up with our ever changing environment. She has been updating the Symptomatic Procedure and Pandemic Policy and ordering PPE purchased with the CARES Act Grant.

Bookmarks were created for all ERPS and ICA students with their student number and barcode, that can be used to check out books. A large part of time in September was providing information to auditors. Ancestry will be free to patrons for at least the rest of the year. A new wireless printer was purchased for patrons.

Committee Groups -the Friends Group did not meet in October

Old Business - a. 2021 Millage Rate - .9989 x last year = .9983 millage. Nancy Pople made the motion to approve the 2021 Millage rate, supported by Matt Swan. Passed unanimously

b. Pandemic Policy Update - New policies for the pandemic. Chuck Nicholson made the motion to approve the updated Pandemic Policies, supported by Amanda Norton. Passed unanimously.

New Business - a. Awning Replacement- the new awning will allow more natural light in building and be a focal point for downtown. The project can be started in 6-8 weeks. Chuck Nicholson made a motion to complete the new awning project, supported by Nancy Pople. Passed unanimously.

b. Open Hours Review - Due to decreased patrons in the library at this time, there is a request to shorten the hours of the library. Matt Swan made the motion to have the hours be changed to Monday, Tuesday and Friday 10:00-5:30, Wednesday and Thursday 10:00 to 7:00 and Saturday 10:00-3:00, supported by Emily Bodkin. Passed unanimously.

Board Comment -none

Public Comment - none

The meeting was adjourned at 7:09pm.

Respectfully Submitted,

Kathleen Ostrowski, Secretary