

The regular meeting of the Library Board was held through Zoom on Thursday, December 10, 2020. The meeting was called to order by Board President, Jan Denton, at 6:31 pm.

Members Present: Jan Denton (attending electronically from the City of Eaton Rapids), Emily Bodkin (attending electronically from Hamlin Township), Matt Swan (attending electronically from Eaton Rapids Township), Amanda Norton (attending electronically from Eaton County), Nancy Pople (attending electronically from Eaton County), Charles Nicholson (attending electronically from Eaton Rapids Township), and Kathy Ostrowski (attending electronically from the City of Eaton Rapids)

Members Absent: None

Others Present: Anna Curtis (attending electronically from Eaton County), Ian Rees (auditor, attending electronically)

The agenda was approved by roll call as printed.

Charles Nicholson made a motion to approve the November 12, 2020 regular minutes as presented; supported by Emily Bodkin. Passed unanimously by roll call.

Financial Report:

Amanda Norton made a motion to pay the bills; supported by Emily Bodkin. Passed unanimously by roll call.

Library Director's Report:

Anna Curtis highlighted sections of her written Board Report and answered questions:

- Teresa completed the Assigning Library of Congress Call Numbers Workshop hosted by the Midwest Collaborative for Library Services
- Tammy officially retired on November 4, 2020
- The Library closed to in-person visits beginning November 16, 2020
 - Vestibule pick-up, as well as computer/faxing/copier use by appointments have been offered since this closure
- Erin distributed promotional materials to local businesses for Small Business Saturday
- Anna was the guest speaker during the November 18, 2020 Rotary Meeting
- Amanda Norton and Anna set up a savings account at LAFCU with an opening balance of \$87,000
- Craft programs continue to do extremely well
- Anna put together Activity Bags for Hometown Family Christmas
- Anna also assembled November's Take and Make craft bags
- Anna changed the Story Walk book on November 4, 2020
- Anna attended the Zoning Board of Appeals meeting on December 9, 2020 where the Library was granted the variance for the proposed awning and sign
- Anna replaced the staff microwave with one that had been donated to the Library
- Ancestry.com remote access was extended through March 31, 2021
- Tutor.com will be added to the Library's offered electronic resources in the near future

- Jeremy and Anna put together the five Chromebook kits that are now available to be checked out
 - Kits include: A Chromebook, a hotspot and a flash drive
- Jeremy added the digitized Yearbook files to the website
- The Library was closed November 26-29, 2020 for the Thanksgiving holiday
- Anna attended several meetings and webinars throughout the month

Committee Reports:

The Friends Group has not met since March 2020, and no members were present for the Board Meeting.

There was no Old Business.

New Business:

Ian Rees (auditor) from Gabridge & Co., presented the 2019-2020 fiscal year audit report. He highlighted sections of the report, and advised that he has issued a clean opinion for the Library's financial handleings during the above mentioned fiscal year. Mr. Rees confirmed that his company would be submitting the report to the State of Michigan before the deadline.

There was no Board Comment.

There was no Public Comment.

The meeting was adjourned at 6:58 pm.

Respectfully submitted,
Anna Curtis, Library Director