

The regular meeting of the Library Board was held through Zoom on Thursday, September 10, 2020. The meeting was called to order by Board President, Jan Denton, at 6:32 pm.

Members Present: Jan Denton, Nancy Pople, Matt Swan and Emily Bodkin

Members Absent: Amanda Norton, Charles Nicholson and Kathy Ostrowski

Others Present: Anna Curtis

The agenda was approved as printed.

Nancy Pople made a motion to approve the August 13, 2020 regular minutes as printed; supported by Matt Swan. Passed unanimously.

Financial Report:

Emily Bodkin made a motion to pay the bills; supported by Matt Swan. Passed unanimously.

Library Director's Report:

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

- Jeremy conducted a Best Video Practices training for all staff
- Tammy announced her retirement for November 4, 2020
- Amanda began sending out late notices
- Teresa conducted a large research project for a private investigator
- Erin recorded a PSA for National Library Card Sign-Up Month (September)
- The Library officially moved into Phase 3 of the Reopening Plan on August 17th
- Anna created a Work From Home task sheet for all employees
- Erin is creating a Google Classroom to compile all the Library's electronic resources into one spot that can then be shared with teachers and students
- Anna began adding ERPS cards to the Library's system
- Anna applied for and received a \$2000 DDA Facade Grant to assist with the replacement of the front awning
- Anna was informed late in the month that the Library will actually see a Headlee rollback in 2021
- Summer Reading 2020 officially wrapped up on August 7th
- The Community Reads program ran for the entire month with varying success
- Jump Into Reading will not be a live event this fall; rather it will consist of recorded videos and a virtual library (Anna gave a demonstration of the virtual library)
- Anna is working on putting together Take and Make crafts to celebrate National Library Card Sign-Up Month
- The fire extinguishers have been inspected and recharged
- The Kona Ice Truck will be at the Library to promote National Library Card Sign-Up Month on September 3, 2020
- Collection Development staff are researching additional electronic resources to add to the Library's current collection
- The Library has signed up for OverDrive Advantage which will allow staff the opportunity to purchased eBooks for just our patrons

- MeLCat lending resumed on August 10th
- Anna attended several meetings throughout the month

Committee Reports:

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

Old Business:

Due to a miscalculation by the Eaton County Equalization Office, the Library will see a Headlee rollback in 2021. Nancy Pople made a motion to approve levying the full amount allowable (0.9989 mills) in 2021; supported by Emily Bodkin. Passed unanimously.

Jan Denton reviewed the compiled results of the Director's Annual Evaluation. Nancy Pople made a motion to increase the Director's salary by 3% this year; supported by Matt Swan. Passed unanimously.

New Business:

Anna Curtis advised that both Jan Denton and Nancy Pople's positions were up for renewal, and that both were willing to stay on if the Board so desired. Emily Bodkin made a motion to recommend the reappointment of both Jan Denton and Nancy Pople to their respective municipalities; supported by Matt Swan. Passed unanimously. Anna Curtis will send the recommendations next week.

There was no Board Comment.

There was no Public Comment.

The meeting was adjourned at 7:06 pm.

Respectfully submitted,  
Anna Curtis, Library Director