

The regular meeting of the Library Board was held in person at 220 S. Main Street, Eaton Rapids, MI 48827 on Thursday, December 9, 2021. The meeting was called to order by Board President, Jan Denton, at 6:30 pm.

Members Present: Jan Denton, Emily Bodkin, Amanda Norton, Lauren Shroyer, Nancy Pople, and Matt Swan

Members Absent: Charles Nicholson

Others Present: Anna Curtis, Mike Foley, and Ian Reese

The agenda was approved as printed with the addition of item 9c. – Bookkeeper Clerk Position

Nancy Pople made a motion to approve the November 11, 2021, regular minutes as presented; supported by Matt Swan. Passed unanimously.

Financial Report: Matt Swan made a motion to pay the bills; supported by Amanda Norton. Passed unanimously.

Library Director's Report: Anna Curtis highlighted sections of her written Board report and answered questions.

- Teresa Baldwin completed several webinars along with her usual monthly responsibilities
- Jeremy continued work on the Library Disaster Recovery Plan and submitted information to TMobile for hotspot replacements
- Erin completed several webinars and prepared for her upcoming programs and attended several meetings
- Emma created new displays for the programs, made flyers for everyone about the programs, labeled Adult Fiction Books and completed several webinars
- Anna Curtis asked the Board to write letters of support to the Springbrook Kiwanis Club of how the renovation of ERADL will benefit the community. Anna will be presenting these letters on Thursday, December 16, 2021, to the Kiwanis Club.

Committee Report:

Mike Foley reported that the Friends Group met in December and are still looking for a new president. They are in the process of organizing a quilt and chair raffle. The friends group donated \$1,000 to the Library Building Fund. They are working on the renewal of memberships for board members.

Old Business:

- a. Matt Swan made a motion to increase the pay scale beginning January 1, 2022 approved by Emily Bodkin. Passed unanimously.

The following starting salaries with a planned 3% increase each year of service:

Library Director*	\$55,120.00
Assistant Director*	\$40,950.00
Library Assistant**	\$12.00
Librarian**	
<i>Level 1 (Level III Certification)</i>	\$13.50
<i>Level 2 (Bachelors)</i>	\$16.00
<i>Level 3 (MLIS)</i>	\$18.50
Technology Assistant**	\$17.50
Bookkeeper**	\$17.50
*Salaried employee, annual pay	
**Hourly employee, hourly rate	

New Business:

- a. Ian Rees (auditor) from Gabridge & Co., presented the 2020-2021 fiscal year audit report. He highlighted sections of the report and advised that he has issued a clean opinion for the Library's financial handling during the above mentioned fiscal year. Mr. Rees confirmed that his company had submitted the report to the State of Michigan before the deadline.
- b. The board represented Charles Nicholson's recognition for his time on the board.
- c. The Board officially created the Bookkeeper position. Matt Swan made a motion to pay the Bookkeeper with a starting salary of \$17.50 per hour in effect January 1, 2022. Emily Bodkin approves. Passed unanimously.

Board Comment:

Nancy Pople will find out the setup and timeframe of the Springbrook Kiwanis Club meeting for Anna Curtis' presentation which will be held at the Eaton Rapids Methodist Church on December 16, 2021.

Lauren Shroyer inquired about public book donations to the library. Anna Curtis responded that they are not accepted.

There was no Public Comment.

The meeting was adjourned at 7:41 pm.

Kindly Submitted,
Lauren Shroyer, Library Board Secretary