

The regular meeting of the Library Board was held in person at 220 S. Main Street, Eaton Rapids, MI 48827 on Thursday, October 14, 2021. The meeting was called to order by Board President, Jan Denton, at 6:30 pm.

Members Present: Jan Denton, Emily Bodkin, Amanda Norton and Matt Swan

Members Absent: Nancy Pople and Charles Nicholson

Others Present: Anna Curtis

The agenda was approved with the addition of item b under New Business - Audit Engagement Letter.

Emily Bodkin made a motion to approve the September 9, 2021 regular minutes as presented; supported by Amanda Norton. Passed unanimously.

Financial Report:

Amanda Norton 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 Leik worked on ensuring everything with Atrium was running smoothly after the integration on 9/14
- Teresa Baldwin worked with MeL regarding our move to Atrium
- Erin started up her preschool story times in person
- Emma Repp updated procedures based on the new system and began labeling the Adult Fiction collection
- Anna verified that both Matt Swan and Kathy Priesman were appointed to the Board by their respective municipalities
- Anna completed Jeremy's annual evaluation
- Anna worked with the Dorothy Hull Library regarding her upcoming presentation to their Board
- Items were delivered to Island City Assisted Living and a new homebound patron
- Outreach with the schools continues to move forward, and all Island City Academy students have active Library Cards
- Anna prepared for the Library's annual audit and submitted receipts for technology reimbursements through the Cooperative
- The Library celebrated National Library Card Sign-Up Month with a reading challenge and take and make activities
- The StoryWalk at Oakridge Park was vandalized - Everything is able to be repaired, but not until Spring
- The broken out back window was replaced
- Emma and Erin created a renovation proposal display
- Erin had several well received social media posts and got our flyers into McDonald's meals

- Anna began working on the Library's scarecrow
- Anna began collecting donations for next year's Seed Library
- Jeremy installed new antivirus and network monitoring software
- Anna received the new insurance policies for the building and the Library's liabilities
- And finally, Anna attended and conducted several meetings throughout the month

Committee Reports:

The Friends Group met in October, but did not have a quorum to hold an official meeting. During that time though they discussed meeting dates and the upcoming quilt show. No actions were taken on any item discussed.

Old Business:

Emily Bodkin made a motion to nominate Lauren Shroyer to be appointed by the City of Eaton Rapids to fill the vacant seat; supported by Amanda Norton. Passed unanimously.

New Business:

Matt Swan made a motion to increase part time staff's paid time off to 2 weeks per year; supported by Emily Bodkin. Passed unanimously.

Matt Swan made a motion to approve and sign the Audit Engagement Letter; supported by Emily Bodkin. Passed unanimously.

Board Comment:

It was agreed that employee wages and hours would be discussed during the November Board Meeting, as would ideas for employee recognition.

There was no Public Comment.

The meeting was adjourned at 7:03 pm.

Respectfully submitted,
Anna Curtis, Library Director