

The regular meeting of the Library Board was held in person at 220 S. Main Street, Eaton Rapids, MI 48827 on Thursday, November 11, 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 and Nancy Pople

Members Absent: Matt Swan and Charles Nicholson

Others Present: Anna Curtis & Mike Foley

The agenda was approved as printed.

Emily Bodkin made a motion to approve the October 14, 2021 regular minutes as presented; supported by Nancy Pople. Passed unanimously.

Financial Report:

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

Library Director's Report:

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

- Teresa Baldwin trained Emma Repp and Erin Clarke how to catalog
- Jeremy Liek continued to work on Atrium issues
- Jeremy began working on the Library's Recovery Disaster Plan
- Erin began assisting with Island City Academy's lunch book group program
- Emma worked on reviving the Library's volunteer program
- Emma worked with two of the schools to being offering a lunch book group program
- Anna compiled results from the community survey
- Anna presented to the Dorothy Hull Library Board regarding their upcoming millage
- Anna researched adding a notary service for the community and began working on the annual State Report due January 21, 2022
- All Eaton Rapids Public School students have an active Library Card now, as do several teachers
- Anna worked with the First Grade teachers at Lockwood on offering prizes for their already established reading challenge
- Anna presented good research techniques to the 4th/5th Grade history class at Greyhound Intermediate School
- Work on the annual audit was completed by the auditor and Anna
- Erin had a well attended Spooky StoryWalk program and Emma has been conducting many of her programs at the Teen Center
- Most programs now have turned into Take and Make kits as the weather has gotten colder
- The Library participated in the City's Downtown Trick or Treat event
- Erin's TikTok videos are getting noticed Statewide
- Anna put together a scarecrow for the downtown contest and recorded the Fox47 commercial

- All staff attended sessions during the Michigan Library Association's Annual Conference
- And finally, Anna attended and conducted several meetings throughout the month

Committee Reports:

The Friends Group met in November; during the meeting Joyce Griffith resigned as President of the Board effective immediately. Two members in attendance were then appointed to the Board and voted to hold a meeting in December; the rest of the agenda was tabled until then.

Old Business:

Amanda Norton made a motion to approve the Personnel Policy update (PTO language); supported by Nancy Pople. Passed unanimously.

Emily Bodkin made a motion to re-evaluate the Library's current COVID-19 mitigation protocols when the Barry-Eaton District Health Department's Community Transmission Level is downgraded to "substantial"; supported by Nancy Pople. Passed unanimously.

New Business:

The Board reviewed the documentation Anna Curtis gathered regarding other public libraries pay scales, and discussed degree qualifications for the Library's current positions. A general idea for starting wages with a 3% proposed wage increase each year was brought forward. Anna will run those numbers with the current staff to see if it is feasible to provide those wages with the Library's current budget. This item will appear on the December agenda for further discussion and possible action.

Nancy Pople made a motion to renew the Library's current Health Insurance Plan through Blue Care Network; supported by Emily Bodkin. Passed unanimously.

Amanda Norton made a motion to appoint Lauren Shroyer to the Board Secretary position; supported by Nancy Pople. Passed unanimously.

Emily Bodkin made a motion to approve the proposed 2022 Meeting Dates (second Thursday of each month); supported by Amanda Norton. Passed unanimously.

Nancy Pople made a motion to approve the proposed 2022 Library Closure Dates; supported by Emily Bodkin. Passed unanimously.

The Board decided to provide each staff member with a \$50 VISA Gift Card and chocolates to show their appreciation for everything the staff has done through the COVID-19 pandemic. Board members will pay for this themselves, and not out of the Library's budget.

Board Comment:

Jan Denton inquired as to why she was getting an email notification that her materials were due on Sunday now. Anna Curtis advised they are looking into this and other issues with Atrium, and hope to have a resolution soon.

Nancy Pople inquired about the memorial money donated a few months ago; Anna Curtis advised she would look into it and would have a staff member contact her directly regarding this matter.

There was no Public Comment.

The meeting was adjourned at 7:46 pm.

Respectfully submitted,
Anna Curtis, Library Director