

The regular meeting of the Library Board was held in person at 220 S. Main Street, Eaton Rapids, MI 48827 on Thursday, September 9, 2021. The meeting was called to order by Board President, Jan Denton, at 6:33 pm.

Members Present: Jan Denton, Emily Bodkin, Amanda Norton and Nancy Pople

Members Absent: Matt Swan and Charles Nicholson

Others Present: Anna Curtis and Mike Foley

The agenda was approved as printed.

Nancy Pople made a motion to approve the August 12, 2021 regular minutes as presented; supported by Amanda Norton. Passed unanimously.

Financial Report:

Emily Bodkin 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 performed local history research for a couple patrons, created new Book Bundles and took a vacation at the end of the month
- Jeremy Leik created and published his first technology post on the Library's website
- Erin Clarke submitted our StoryWalk to the American Library Association's StoryWalk week and has been in contact with her preschool classes to reinstate her monthly story time
- Emma Repp put up her first display
- Amanda Norton and Anna Curtis have been working together to put together a Bookkeeping Clerk position (this position was budgeted for in the 2021-2022 budget year)
- Anna Curtis is working as a consultant with two different libraries regarding their upcoming millage campaigns
- Anna was elected Council Vice-Chair for the Woodlands Library Cooperative's Advisory Council
- Island City Assisted Living received their book delivery on 8/18
- Anna worked with the schools to offer Library Cards to every students and teachers
- Anna conducted story times and book talks at Island City Academy during their summer school program on 8/25
- The Little Free Library in Hamlin Township Park is seeing quite a bit of use
- Anna successfully completed the third Financial Management Certification class
- Anna prepared for the upcoming annual audit with the auditor and submitted the final reimbursement request and report for the CARES Act Grant
- The Library received its second State Aid payment

- Summer Reading concluded with the Grand Prize Drawing on 8/17, and Anna put together the completion survey results and the final statistics
- Anna changed out the StoryWalk book, and planned activities and a reading challenge for National Library Card Sign-Up Month
- Anna continued to work on the panic button control panel (initial replacement battery was bad), as well as worked on securing funding for the renovation project, and dealt with the broken back window
- Erin and Anna conducted the first Prize Patrol
- Jeremy and Teresa worked with Atrium on the Library's upcoming migration
- And finally, Anna attended and conducted several meetings throughout the month

Committee Reports:

The Friends Group did not meet in September; rather they decided to begin meeting every other month to allow time for planning between meetings. Currently they are working on putting together a Quilt Show for their first fundraising event post COVID, sent thank you notes to Women Working Wonders for the donation, and are still looking for a Secretary for their Board.

Old Business:

Jan Denton passed out and reviewed Anna Curtis's Evaluation completed by Board Members, Library Staff and Ms. Curtis. Jan thanked Anna for all her hard work over the last year.

Anna Curtis advised the Board that she had been in contact with a couple of City residents to fill the vacant Board seat, but had been unable to connect with anyone interested. She will return to the October meeting with a recommendation for the Board.

New Business:

Nancy Pople made a motion to levy the full millage amount allowed under the Headlee Rollback; supported by Emily Bodkin. Passed unanimously.

Board Comment:

Emily Bodkin asked a couple questions about the Summer Reading completion statistics and survey responses; Anna Curtis answered those questions.

Public Comment:

Amanda and Chad Furgason inquired about the Unemployment Insurance Agency's (UIA) determination on her claim. Anna Curtis explained she had not been contacted by the UIA regarding their determination, and informed them that any questions regarding this issue should be directed to the Agency. Jan Denton advised if there were further inquiries about personnel issues they should be done in writing directly to her, and would then be discussed by the Board during their next meeting.

The meeting was adjourned at 7:00 pm.

Respectfully submitted,
Anna Curtis, Library Director