

Eaton Rapids Area District Library

220 South Main Street, Eaton Rapids, Michigan 48827

February 13th, 2025 Regular Board Meeting Minutes

Call To Order: February meeting called to order at 6:30pm by Jan Denton.

Attendance:

Present: Bryonna Barton, Matthew Swan-Badgero, Jan Denton, Diana Hayter (Friends Group), Emily Bodkin, Dee Halsey, Robin Buysse, Kathy Priesman.

Absent: Amanda Norton

Approval of Agenda:

Matthew moved to approve. Emily seconded. All approved with no further discussion.

Approval of January 9th, 2025 Meeting Minutes:

Matthew moved to approve. Kathy seconded. All approved with no further discussion.

Audit Presented by Ian Rees, CPA Audit Manager Gabridge and Company

Ian went over the audit reports with the Board via Zoom. Nothing out of the ordinary and everything on track for the audit to pass.

Financial Report:

Financial report completed by Transparent Bookkeeping, LLC and nothing new to report and nothing out of the ordinary. January had a \$700.00 purchase for the outlets and a white board and stand. Reviewed both December and January's reports which were reviewed by treasurer, Amanda and nothing to report. Matthew approved the financials and Kathy seconded. All approved with no further discussion.

Directors Report:

Door counts are up from last year, but still down overall. Winter Reading program is underway with 44 registrations. Continued work on reformatting and designing all policies. VITA Tax Bus is a huge success and all spots for January and February are filled. Budget process has begun and financial committee met in January. Bryonna completed quarterly check-ins and did some media training. Theresa imputed the bills, planned all the adult spring programs, and moved new materials to the regular shelves. Emmy ran a variety of different programs including teen, youth and adult programs. Zack ran updates and put away books. Julie wiped down the desk, book shelves, computers and vacuumed most of the main area and aisles and worked the desk

shift while processing MeLs. Raynah set up February displays and learned the catalog and did her first books. Jeremy continued training the tech assistant and added information to the new website.

Committee Reports

Friends Group:

Diana Hayter reported for the Friends Group. Have not been able to connect with President. Will set up a meeting to discuss options.

Old Business:

Personnel policy reviewed by personnel committee and everything was looking good. In the future will look at continuing education for staff as a new benefit. Discussed sick leave act and minimum wage act. Matthew made a motion to approve the personnel policy as written and Emily seconded. All approved with no further discussion.

New Business: None

Board Comment: None

Public Comment: None

Adjournment: Meeting adjourned by Jan Denton at 7:14pm.

Next Meeting: March 13th, 2025 Regular Meeting at 6:30pm.