

Eaton Rapids Area District Library

220 South Main Street, Eaton Rapids, Michigan 48827

January 9th, 2025 Regular Board Meeting Minutes

Call To Order: January meeting called to order at 6:31pm by Jan Denton.

Attendance:

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

Absent: Emily Bodkin

Approval of Agenda:

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

Approval of December 12th, 2024 Meeting Minutes:

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

Financial Report:

Financial report completed by Transparent Bookkeeping, LLC and nothing new to report and nothing out of the ordinary. Purchase of a new chair for the front of the library completed. Audits completed and income has started to come in and bought some Summer Reading materials. Matthew motioned to approve the budget and Robin seconded. All in favor with no further discussion. The quarterly budget discussed and everything is normal. Financial reports are a month behind. Amanda and the bookkeeper talked about the financials. Kathy motioned to approve the quarterly budget and Robin seconded with all in favor and no further discussion.

Directors Report:

Overall circulation and programming are lower than the previous months, but still up from last year. This is due to the holidays and colder weather. Winter reading has 29 registration and 15 active readers. Emmy participated in Outreach Storytime at Humpty Dumpty Preschool and weeded approximately 200 books from the teen collection, and helped Bryonna create a permanent book sale by donation display. Raynah prepared items for the Braille literacy month "Braille is Fun". Jeremy continued work on the new website and completed 3 one-on-one appointments with patrons. Bryonna submitted the state aid, completed regular audits, and met with the ERPS Foundation. Teresa ordered new adult fiction regular and large print books and cataloged all the adult collection books. Julie Anne completed all MEL reports and sent out invoices for damaged and lost items. Zackary participated in training and earned a certificate of

completion on Niche Academy. Bryonna got two cleaning quotes for the library and PCCS was the cleaning service chosen at \$497.00 with cleaning twice a week. Amanda made a motion to approval PCCS as the libraries cleaning service and Kathy seconded with all in favor and no further discussion. Board bylaws and personnel policies updated. Bryonna has to go to court on January 17th, 2025 as a witness regarding patron Tajanay Jackson and her not returning a hot spot in 2023. Multiple calls and letters sent out to said patron about returning hot spot with no response. Crime unit notified after a certain period of time. Patron finally returned hot spot in 2024 but had already been charged by crime unit. Patron is going to court to fight the fees.

Committee Reports

Friends Group:

Diana Hayter reported for the Friends Group. Nothing to report. Board meeting on the first Thursday of the month.

Old Business:

Facility Policy:

Bylaws discussed and presented to board. Still waiting to hear back from lawyer regarding Personnel policy to ensure compliance and accuracy with upcoming new laws around sick leave and paid time off. Amanda motioned to approve the bylaws and Kathy seconded with no further discussion.

New Business:

Board Positions:

Election of new board officers and committee assignments discussed and made. Motion made for Jan Denton to continue as president, Emily Bodkin as vice president, Amanda Norton as treasurer and Matthew Swan-Badgero as secretary. Committee assignments as follows: Personnel-Dee and Kathy, Finance-Amanda and Kathy, and Facilities-Emily and Robin. Motioned made by Matthew to approve these board assignments as written and seconded by Kathy. All in favor with no further discussion. Reviewed board meeting and committee dates.

Board Comment: None

Public Comment: None

Adjournment: Meeting adjourned by Jan Denton at 7:45pm.

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