

Eaton Rapids Area District Library

220 South Main Street, Eaton Rapids, Michigan 48827

January 11th, 2024 Regular Board Meeting Minutes

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

Attendance:

Present: Jan Denton, Bryonna Barton, Matt Swan-Badgero, Diana Hayter, Amanda Norton, Krysta McGee, Jacklyn Green.

Absent: Nancy Pople, Emily Bodkin.

Approval of Agenda:

Matt moved to approve. Krysta seconded. All approved with no further discussion.

Approval of December 14th, 2023 Meeting Minutes:

Matt approved. Krysta seconded. All approved with no further discussion.

Guest:

Ian from Gabridge and Company reported out on the audit. Audit passed. Assets of the library exceeded its liabilities at the close of the fiscal year. Received \$444,756 in revenues and \$351,839 in expenses with net position of \$92,917. General revenues increased from 2022 as did property taxes.

Financial Report:

Money market at \$18,000 which is low because no income. Property taxes coming in. Will have to move money around. \$4,000 donation from Friends Group. Paid for story walk and then was reimbursed. Partial split on one of the CDARS account done. Bryonna was wondering if we can put the credit card bill on automatic to avoid late fees. Matt motioned to pay the bills and utilities online. Amanda seconded and all approved with no further discussion. Krysta motioned to pay the bills and Matt seconded. All approved with no further discussion.

Directors Report:

Committee Reports:

Door counts down for the month. Programs have had average attendance. Winter reading program is up and started. Story boards are up and running. Staff reports-Theresa finished class on Library management and inputted bills for the month of December. Jeremy-edited and

published the initial videos for the ERADL renovation and got cut off dates set up for ACD and got the new Comcast Internet fully operational. Emmy-ran story time with great attendance and ran Hometown Family Christmas and Parade for the library part. She also completed teen winter programming. Erin-participated in Career Day at ERHS and participated in Hometown Family Christmas and Parade and ordered the Sandra K Willis Books. Phil-moved furniture around and re-labeled the non-fiction and Michigan sections of the library. Bryonna-completed the Sandra K Willis Fund Reports and paid bills and sent in payroll.

Friends Group:

Diana Hayter attended to present the Friends Group Committee Report. New officers started for the Friends Group January 1st. Meeting at Black Dog Coffee to discuss fundraising options last week. Book sales throughout the year, participating in the parades (e.g. handing out books to kids), 5K for the library, quilt auction show, entering scarecrow contest, and euchre parties are all fundraisers discussed. Meet and greet is scheduled for next month to discuss ways to add members. Next meeting is February 1st, 2024.

Building Renovation Committee:

Watched fly through video of floors plans and design of new library. Up on You tube.

Old Business:

Building Renovation Update: Budget sits at approximately \$6,800,000. \$4,725,102 for construction only. Approximately \$2,000,000 for equipment. Some items to be removed with possible applying for grants for removed items.

Personnel Policy: Changes made to Employee PTO section. Discussed policy changes. Proposal made to update part time employee PTO to 1 week. Will vote on next month.

New Business:

Budget line items: Amended the following sections for the updated budget: grants, Sandra K Willis fund, the LSTA and YAC grants. Matt motioned to approval the updated budget line items with Krysta seconded. All approved with no further discussion.

Board Comment: Krysta sent in a resignation letter for board for February 15th. Need city member.

Public Comment: None

Adjournment: Meeting adjourned by Jan Denton at 8:06pm.

Next Meeting: 02/08/24 Regular Meeting at 6:30pm