

**10/12/2023 Regular Meeting Minutes
Eaton Rapids Area District Library
220 S Main St. Eaton Rapids MI 48827**

Call To Order: Jan Denton called the meeting to order at 6:33 PM

Attendance:

Present: Jan Denton, Nancy Pople, Kathy Priesman, Emily Bodkin, Kathy Priesman, Diana Hayter, Bryonna Barton

Absent: Matthew Swan-Badgero, Amanda Norton, Krysta McGee

Approval of Agenda: Approval of agenda by Nancy Pople and Kathy Priesman

Approval of September 14th Meeting Minutes: Approval of previous meeting minutes by Kathy Priesman and Nancy Pople

Financial Report: We didn't renew one CDARS account and deposited it into our bank account to help supplement funds until millage checks start coming in. We split another CDARS into two new CDARS accounts to allow money to come more readily available if needed to supplement funds until millage checks come in.

Adjusting last fiscal years 2022-2023 budget medical insurance line as the insurance was a little higher than anticipated. Motioned for approval by Nancy Pople seconded by Kathy Priesman all approved no discussion

Reviewing the current fiscal year first quarter, we will need to make adjustments as we are over in budget areas but those budget lines are covered through a grant received. Other than grant fund spending, all other areas are right on target for first quarter spending.

Directors Report:

- **Circulation report:** still seeing over 2,000 patrons all is normal
- **Program reports:** all are well attended and doing good. We are starting to do more Saturday programs.
- **Staff reports:** everyone had a pretty normal month. Bryonna submitted a state community center grant requesting \$2.5 million for the building renovation. Emmy collaborated with Ohuhu for the Inktober event. Erin got the fall brochure out. Phil completed the inventory. Jeremy had to get a new computer installed due to the storm damaging one and has continued updating others.
- **General:** new storywalk signs are ordered thanks to the LSTA grant funded by IMLS and Library of Michigan, will take 5-6 weeks for shipping. Emmy started a teen advisory group, meeting the 3rd Monday of each month. Jeremy has begun senior tech outreach and is going to the senior center

Committee Reports:

- **Friends committee:** Diana Hayter reported friends are meeting at 10 AM at BlackDog coffee now during the winter. November 11th is the Big Blowout Sale. They will be doing a book sale for Hometown Family Christmas December 2nd from 3-6. They have begun fun get together social hours.
- **Building Committee:** Interviewing Construction Managers on October 24. Companies being interviewed is Mercer, Wieland Builds, and Laux. 3D model is coming together nicely.

Old Business:

- **Building Renovation:** We currently have \$15,408.39 in our renovation fund. We received a generous anonymous donation of \$5,500 in memory of Janet Higgins
- **Phase 2 Policy Review:**
 - **Volunteer Policy** motioned for approval by Emily Bodkin seconded by Kathy Priesman, all approved no discussion
 - **Behavior Policy** motioned for approval by Nancy Pople seconded by Emily Bodkin all approved no discussion
 - **Technology Policy** motioned for approval by Kathy Priesman seconded by Nancy Pople all approved no discussion
 - **Pandemic Policy** motioned for approval by Nancy Pople seconded by Kathy Priesman all approved no discussion
 - **FOIA Policy** motioned for approval by Emily Bodkin seconded by Kathy Priesman all approved no discussion

New Business:

- **Phase 3 of Policy review**
 - Adding a programming policy and reviewing board bylaws

Board Comment: none

Public Comment: none

Adjournment: Meeting adjourned by 7:52 PM

Next Meeting:

November 9th

December 14