

Eaton Rapids Area District Library

220 South Main Street, Eaton Rapids, Michigan 48827

December 14th, 2023 Regular Board Meeting Minutes

Call To Order: December meeting called to order at 6:41pm by Jan Denton.

Attendance:

Present: Jan Denton, Kathy Priesman, Bryonna Barton, Matt Swan-Badgero, Teresa Baldwin, Diana Hayter, Amanda Norton

Absent: Nancy Pople, Emily Bodkin, Krysta McGee

Approval of Agenda:

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

Approval of November 9th, 2023 Meeting Minutes:

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

Financial Report:

Purchased Home Base program for weekly time sheets and scheduling. Currently ACD is the internet provider and have had some difficulties with the company over the past couple of months. Going to switch to Comcast to save money. No new additions to the monthly bills and everything is normal. Money Market account is low and millage tax money coming in soon. Amanda and Bryonna are going to look at the accounts soon. Budget on track. Kathy motioned to approve and pay bills. Amanda seconded and all approved with no further discussion.

Directors Report:

Circulation and programs are doing well. 2000 door count for last month. On par with last year.

Staff Reports: All 2024 closures added to ERADL calendar. Dino Camp had 40 participants. Updated Sandra K Willis records. Jeremy got Comcast internet all set up. Phil has been working on MELs daily. Bryonna finished the audits and completed State Aid. Emmy worked on the displays and attended the Lakeland Collaborative Back to Basics seminar. Theresa ordered new adult fiction books and weeded old books out.

General: New Internet services saving \$20.00 per month. Winter program scheduled and flyers should be out soon. Winter Reading Program runs from January 1st to February 29th, 2024. CM Wieland agreed to be the construction manager for the building project and preconstruction work has begun. Hometown Family Christmas turnouts were 319 up from 138 last year.

Committee Reports:

Friends Group:

Diana Hayter attended to present the Friends Group Committee Report. December 7th meeting at Black Dog Coffee. Presented a \$4000.00 check to Bryonna from the quilt sale. 2 book sales held making a total of 407.00. Friends Committee members are going through the books for the book sales and thinning them. Bylaws were updated. Friends Group Planning meeting with the library on January 10th. New president starting January 1st and some fill in positions selected as some committee members are away for the winter months. Fundraising ideas: Merchandise sales as a possible fundraiser for the library are in talks with Bryonna. Blowout sale in spring for extra fundraising. February 1st is the next Friends Meeting. Matt brought up getting a card for Patricia Lawton as a thank you for all she did as board president of the Friends Group.

Building Renovation Committee:

Next meeting December 19th, 2023. Zoom meeting.

Old Business:

Building Renovation Update: A little over \$19,000 in the building renovation fund. In the near future will have to set up a separate account for building renovation funds at the bank.

Strategic Planning: Discussed current strategic plan and goals and it was decided to keep the current strategic plan for the 2024-2027 cycle without any updates and until new building renovations are completed. Amanda made the motion to keep current plan without any changes and Kathy seconded. All approved with no further discussion.

New Business: Board meeting dates for 2024 discussed with Amanda making the motion to approve meeting dates as written and Matthew seconded. All approved without any further discussion. Personnel policy revisions discussed with added Professional Development Policy discussed as well.

Closed Session with just board members to talk about and decide bonus' and raises over the next year. Discussion with a motion made by Amanda to provide each staff member with a \$300.00 bonus including Bryonna and to maintain raise rate of 3%. Motion seconded by Kathy with all approved with no further discussion.

Board Comment: Thank you to Kathy for her service on the Board.

Public Comment: None

Adjournment: Meeting adjourned by Jan Denton at 7:52pm.

Next Meeting: 01/11/24 Regular Meeting at 6:30pm-Audit Report