

Eaton Rapids Area District Library

220 South Main Street, Eaton Rapids, Michigan 48827

July 13th, 2023 Regular Board Meeting Minutes

Call To Order: July meeting called to order at 6:28pm by Nancy Pople

Attendance:

Present: Emily Bodkin, Kathy Priesman, Bryonna Barton, Matt Swan-Badgero, Emma Repp, Nancy Pople

Absent: Jan Denton, Krysta McGee, Amanda Norton, Pat Lawton.

Approval of Agenda:

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

Approval of June 8th, 2023 Meeting Minutes:

Correction to June 8th meeting minutes with Nancy Pople in attendance on that date. Emily approved. Kathy seconded. All approved with no further discussion.

Financial Report:

Nothing major to report. \$40.00 extra for paper purchase and copy machine supplies. Nothing unusual in financial report. Matthew motioned to pay the bills and Emily seconded. All approved with no further discussion.

Emily motioned to remove Emma Rupp from bank accounts. Kathy seconded. No further discussion and all approved.

Directors Report:

Numbers are up on all programs. 3037 people in month of June with an average of 139 per day. 246 people registered for programs for summer reading. Goal is 330. All programs are up in numbers except technology program which continue to remain low. Discussed options on how to raise numbers in technology programs. Staff reports: Erin completing summer reading school visits at Island City Academy and ran the Community Helpers program. Emma ran Jump into Reading and prepped teen subscriptions boxes with all boxes for June and July claimed. Worked with Bryonna on transitioning bookkeeping duties. Jeremy worked on PE Office Solution to roll out new phone system. Jeremy setup bookkeepers computer and finished deployment of UniFlow Cloud to all public computers. Teresa helped Bryonna with the hiring process, and participated in strategic planning meetings and helped with annual job reviews of all

employees. Bryonna participated in interviewing and hiring process, worked with Woodlands Library Cooperative and did annual employee evaluations. Bookkeeping position eliminated, and established a year-round library page role position. No qualified candidates as of yet. Bed Bug check and no bed bugs located. Printing from your device system set up by Jeremy.

Committee Reports:

Friends Group:

Pat Lawton not present during meeting but had handout printed up for the board to review. Fundraising going well. Quilt sale raised \$3,000+. Wednesday book sales continue and Saturday Farmers Market Book Stand Sale happens every Saturday. 4 New members added to Friends of the Library this month.

Old Business:

Building Renovation Update:

Building Committee to be formed including up to 3 representatives of the board, 1 representative of the Friends Group, and two library representatives. Emily, Jan and Nancy will make up the 3 board members, and Bryonna and Teresa will make up the library members with committee going to contact the Friends Group for representation. Received an email from Dan Whisler from Daniels and Zermack regarding proposal for revisions to library renovation project with questions for library board to discuss. Board discussion with changes per board made for the following: 1) need for office space upstairs, 2) reduce history room to a dual purpose room, 3) during phase 4 no virtual reality is needed and yes to computer models, and 4) level of design discussion and clarify models in phase 4. Emily made the motion to approve sign proposal letter with changes as discussed during board meeting. Kathy seconded. All approved with no further discussion.

New Business:

Strategic Planning: Survey is mostly completed and will go out live on August 1st, 2023. Survey will be up for a month and there will be paper copies of the survey available and possible newspaper column and social media post regarding survey for community awareness. Data gathering and analysis, focus groups and a planning retreat all part of strategic plan to be implemented after survey ends.

Policy Updates:

Board will review and update policies over the next couple of months in 3 phases. Phase 1 begins in August with board receiving policy updates for section 1, 2, 4, 5 to be voted on in September. In September board will review and update policies for sections 7, 8, 9 and vote on them in October. In October sections 10 and 11 will be received with voting in November.

Board Comment:

Discussed the success of the Library 5K and thanked board member Kathy and all persons who assisted in making it a successful 1st 5k for the library.

Public Comment: None

Adjournment: Meeting adjourned by Nancy Pople at 7:45pm.

Next Meeting: August 10th, 2023 Regular Meeting at 6:30pm.