

Eaton Rapids Area District Library
220 South Main Street, Eaton Rapids, Michigan 48827
July 8th, 2025 Regular Board Meeting Minutes

Call to Order: July Meeting called to order at 6:34 by Jan Denton

Attendance:

Present: Bryonna Barton, Jan Denton, Diana Haytor (Friends Group), Emily Bodkin, Robin Buysse, Dee Halsey, Kathy Priesman

Absent: Amanda Norton, Matthew Swan-Badgero

Approval of Agenda:

Bryonna asked that we add discussion for approval of a new thermostat under new business. Kathy motioned to approve the agenda with the addition. Emily seconded the motion. All approved with no further discussion.

Approval of June 10th, 2025 Meeting Minutes:

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

Financial Report:

Bryonna states that June looks good according to the reports thus far. Reports are still being wrapped up. Still have hopes for a donation from the site for the Mommy and Me Tea.

There is one amendment to be made under expenses. The new A/C unit did go above the quote as a blower was also needed. This increased the total expense by \$130.72. There was a motion by Emily to amend the budget line account for the A/C repair for a total amount of \$130.72 and Kathy seconded. All in favor with no further discussion.

(Financial Report Con't)

The finance committee will be meeting on July 18th at 9am.

We currently have 4 RFP's out to different audit companies as it is our policy every 3 years to review contracts and we need to review this service.

(A review of Financial Reports dated May 31st and prepared on June 14th, 2025 by Transparent Bookkeeping were handed out with details)

Directors Report:

Circulation-Bryonna reports that June and July are going very well. The summer count is way up. The community is using the Library for a cooling center.

Thankful A/C repair was done in time!

There were 56 new cards in June and the door count was 2,416.

(see June statistics circulation sheet for full details)

Program- We are running a little under avg. for our summer reading program statistics. It was discussed that communication and visits at the schools were down at the end of the school year which could play a factor in participation. Schools did get the flyers to hand out but the program did not get the send off it has had in year's past.

Attendance for programs is way up. There have been at least 50 participants at each program this summer.

Staff- Doing more outreach in the community (example: LAFCU Block Party). Report business as usual, very busy with summer programming.

There are now 4 Notaries on staff, so there should be someone available to Notarize every day.

Moving forward with lockers. Poles up, spot set-up. Waiting to hear back from the person contacted to design the wrap for the lockers. May need to research another person.

The library is all decorated for the summer theme and looking great.

Summer activities have been a lot of fun (shared story about water balloon activity) (reference individual staff report sheets for more details)

General: June was building maintenance month.

The windows and awning were cleaned. The toilet got fixed.

The End of Fiscal Year meeting is scheduled for July 11, 2025.

Committee Reports:

Friends Group- Diana Hayter reported for the friends group. The 5K went well "all things considered". They raised \$1,094.95 for library improvements. Purchased new outdoor furniture and planters for the front area / under awning with the proceeds. Still having issues with membership and board meetings. Had to get verbal ok's via phone to approve purchases from 5K proceeds.

Need to appoint a committee of workers for next year's 5K sooner than was done this year (2025). Storing stuff upstairs helps, would love to get new signs for 5K.

Goal to increase membership and have 6 in person meetings a year.

Scheduling a meeting in August.

Facilities Committee:

Met with Architect (Dan) today and a few weeks ago. Looking at a \$250,000 budget for renovation of the lower level.

Focus on: paint, carpet, furniture, shifting spaces around, improving staff areas, work spaces and bathroom update (if funds allow)

The professional fees for the Architect do not come from the \$250,000 budget but from another budget.

Have a lot of work to do but a good plan in place. Goal for renovation completion by Summer of 2026.

Need to stress, these renovations are to be able to function, they are current needs. They are not replacing the needs in the future- or the plans for a new library.

Personnel Committee:

Went over employee reviews, good changes happening with how staff communicate and are reviewed. Reviews met by staff with positive responses.

Old Business:

There is a new board position open.

Need to replace leaving board member Amanda Norton in August.

We will need an interim treasurer by August to fill in for Amanda.

Kathy Priesman volunteered to take over as interim treasurer.

Per Bryonna, she has met with one person with experience in finance that has shown an interest in the board so far.

New Business:

The Library is in need of 2 new thermostats, which need to be re-located to more central areas in the building which will ensure accurate readings.

Discussion regarding basic (\$658) vs. smart (\$1,028) thermostats and the benefits of each.

Seek approval from the board to purchase the Smart Thermostats totaling \$1,028.

Motion to purchase 2 new Smart Thermostats which will have smart boards, replace old thermostats and be centrally relocated for a total purchase price of \$1,028 was made by Kathy. This motion was seconded by Robin. All in favor with no further discussion.

Board Comments: None

Public Comments: None

Adjournment: Meeting adjourned by Jan Denton at 7:38pm

Next Meeting: August 14th, 2025