

**Eaton Public Library
Board of Trustees January 3, 2018 Meeting Minutes**

Present:

**Dave Sloan - President
Julie Finn – Secretary
Nomie Ketterling - Trustee
Marlene Richter - Trustee
Maureen St. Peter - Trustee**

Unable to attend: Trustee Gustafson and Vice President Isbell

Staff:

Brenda Carns, Library Director

Guests: Members of the Friends of the EPL

**Anita Ervin
Rita Leafgren
Sharron Pearson
Heather & Matt Pickett
Mary Vance**

Before the meeting was called to order the Friends introduced themselves and told the board how they started volunteering with the Friends. Mary Vance, President of the Friends gave some insight as to what the Friends do for the library.

1. **Call to Order. Declaration of a quorum.**
President Sloan called the meeting to order at 5:30 p.m., January 3, 2018 and declared a quorum.

Prior to approval of the agenda, President Sloan added two items to New Business.

2. **Approval of the agenda. M/S – Trustee Ketterling made the motion to approve the agenda. Trustee Richter seconded. Motion passed, no opposition.**
3. **Report of the President: President Sloan thanked the Friends for all the work they did in decorating the library, as well as taking down all of the decorations. He also thanked Trustees St. Peter and Richter for the holiday party. It was discussed that perhaps for the 2018 holiday party, the teen volunteers will have a separate party.**

4. **Report of the Friends of the Library:** Mary Vance reported the book sale room is doing well. United Methodist Women will be making more baby blankets for the books for babies program. Neal asked the Friends for items he needs for his sewing program. Mary handed out the list of items. The board was also encouraged to provide some sewing items. Mary also reported that the Friends donated all of the Christmas trees that were used in decorating the library. The board thanked Mary and the Friends for all of their hard work and all they do for the EPL throughout the year.
5. **Director's Update:** Director Carns included a detailed report in the board packet. Some topics touched upon were: the escape room was a huge success. Neal's wife taped the evening and Brenda will send the board the link. Trustee Ketterling commented how great it is to see the library using so much social media. Circulation has gone up, as well as computer usage and outreach. In house programming is up and so is meeting space usage. Brenda handed out the library budget and passed out the HPLD recommendations that HPLD has requested each library complete. There was a discussion regarding the IGA and President Sloan encouraged board members to attend the HPLD meetings. Brenda will forward the HPLD meeting schedule to the board.
6. **Approval of the Consent agenda.** M/S - Secretary Finn made the motion and Trustee Richter seconded. Motion passed, no opposition.
7. **Items removed from the consent agenda.** No items were removed from the consent agenda.
8. **Old business:**
 - a. **EPL Strategic Plan 2018 - 2021:** Brenda handed out the strategic plan documents. Due to the amount of information, President Sloan asked the board to read the information and be ready for a discussion during the February board meeting.
9. **New business:**
 - a. **Friends of the Library activities:** The Friends were asked if they would give a yearly report to the board so the board can know the extent of the generosity of the Friends. President Sloan explained the Friends designating the book sale monies toward scholarships.
 - b. **Re-appointment of Julie Finn to the EPL Board:** Trustee St. Peter made the motion to re-appoint Secretary Finn to the EPL Board and Trustee Richter seconded. Motion passed, no opposition. President Sloan and Director Carns will send a letter to the town council with the reappointment request.

- c. Change of date for the April, 2018 board meeting: Secretary Finn asked if the board would be willing to change the date of the April meeting from Wednesday, April 4th to Wednesday, April 11th. The meeting date change was met with no opposition.
 - d. Change to bylaws: President Sloan directed the board to page 5 of the bylaws. Under "Quorum" there is an inconsistency. The change to fix the inconsistency will state "virtual attendance will be recognized". Trustee St. Peter made the motion to make the correction, Trustee Richter seconded. Motion passed, no opposition.
10. Executive Session: Evaluation of Director: Executive Session began at 6:30 p.m. and the board exited Executive Session at 7:05 p.m.
- Trustee St. Peter made the motion to give a 2% raise to Director Carns, Trustee Ketterling seconded. Motion passed, no opposition.
11. Adjourn: M/S Trustee Richter made the motion to adjourn at 7:10 p.m. Trustee St. Peter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, February 7, 2018 at 5:30 p.m.

Respectfully submitted,

Julie Finn, Secretary

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