

Eaton Public Library  
Board of Trustees December 5, 2018 Meeting Minutes

Present:

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

Guest: Mary Vance, President, Friends of the Eaton Public Library

Staff: Brenda Carns, Library Director

Call to Order. Declaration of a quorum. President Isbell called the meeting to order at 5:38 p.m., December 5, 2018 and declared a quorum.

2. Approval of the agenda. M/S – Secretary Finn made the motion to approve the agenda. Trustee Richter seconded. Motion passed, no opposition.
3. Report of the President: President Isbell explained that he had requested the EPL strategic plan be placed in the board packet. The board was asked to review the strategic plan prior to the January meeting and please be prepared for discussion.
4. Report of the Friends of the Library: EPL Friends President Mary Vance reported on the Friends activities. Please see President's Vance's report attached.
5. Director's Update: Director Carns included a detailed report in the board packet. Some topics touched upon: The stepping stones for the library landscaping and flower box. Director Carns gave an update from the HPLD meeting. The HPLD is still looking for a location for the downtown library.
6. Approval of the Consent agenda. M/S – Vice President Sloan 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. Volunteer Appreciation Holiday Party / Staff Gift: An overview of the party decorations, food and number of guests was discussed.

9. New Business:

- a. Internet Use Policy: The board reviewed the policy and Vice President Sloan made the motion to accept the policy as presented. Secretary Finn seconded, motion passed, no opposition.
  - b. Review library use summaries: Patron use of the library is down. The library does not have the ability to produce statistics for downloadable book usage. Director Carns reviewed each section of statistics with the board. Director Carns has reached out to HPLD for an explanation as to how the statistics are obtained and will report her findings back to the board.
  - c. Director Carns evaluation: Vice President Sloan made the motion to go into executive session at 6:30 p.m. Secretary Finn seconded. Motion passed, no opposition. The board exited executive session at 7:16 p.m. Trustee Ketterling made the motion to approve a raise for Director Carns to equal 5%. Secretary Finn seconded. Motion passed, three opposed.
10. Adjourn: M/S Trustee St. Peter the motion to adjourn at 7:18 p.m. Trustee Richter seconded. Motion passed, no opposition.

Next board meeting: Wednesday, January 9, 2019 at 5:30 p.m. Please note this meeting is scheduled for one week later than the Board's usually scheduled meeting date.

Respectfully submitted,

Julie Finn, Secretary