

Eaton Public Library
Board of Trustees February 7, 2018 Meeting Minutes

Present:

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

Unable to attend: Trustee Gustafson

Staff:

Brenda Carns, Library Director

Guests:

Mary Vance, President of the EPL Friends

1. Call to Order. Declaration of a quorum.
President Sloan called the meeting to order at 5:31 p.m., February 7, 2018 and declared a quorum.

Before the approval of the agenda, President Sloan and Trustee Ketterling each added an item to New Business.
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 Sloan reported that Trustee Gustafson had spoken with Brenda and told her that her brother passed away. Trustee Richter told the board that Trustee Gustafson's husband Dave also passed away. The board took a minute to take in this incredibly sad news. The board and EPL Friends will send flowers. President Sloan stated he had spoken with Trustee Gustafson and she had stated she would step down as a Trustee, if that was the desire of the board. The Board unanimously agreed to not ask for Trustee Gustafson to step down, but to continue on the EPL board.
4. Report of the Friends of the Library: Please see EPL Friends President's report attached.

5. **Director's Update:** Director Carns included a detailed report in the board packet. Some topics touched upon were: Tour with HPLD Executive Director candidate's, which was a great team building experience. Director Carns inquired what other libraries in the district do in the case of students who are not respectful of the library. Director Carns handed out the updated Bylaws page regarding a Quorum to the board members. Director Carns went over the current statistics for the library and handed out a tear out reminder of what is happening at the library this month. President Sloan asked about the status of EPL outreach to Galeton. Director Carns answered that the Galeton Boys and Girls Club does not want the library to come out, but would like to have discarded children's books for the Club. Director Carns gave an update regarding Slate (the advertising company the HPLD and the member libraries engaged to help with image). Slate created a traveling library exhibit will move between all the libraries, branches and member libraries.
6. **Approval of the Consent agenda.** M/S – Vice President Isbell 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:** Trustee Richter opened a discussion about adding more adult programs and having the programs begin after 6:00 p.m. Vice President Isbell inquired about staff safety training and Director Carns stated the Eaton Police Department had come to talk to and train the staff regarding safety in the library. It was brought up that perhaps in the future the library could contract out for facility maintenance needs, to avoid having the staff take on these duties. The board thanked Director Carns for her hard work on the strategic plan.
9. **New business:**
 - a. **Easter Egg Hunt –** Mr. Terry Tajares, who has organized the Eaton Easter Egg Hunt for many years reached out to Trustee Ketterling to ask for support for this year's hunt. Trustee Ketterling asked if the board would be interested in helping again this year. The board agreed and Trustee Ketterling will contact Mr. Tajares to see what the needs are and keep the board posted.
 - b. **Library Food and Drink Policy:** President Sloan stated the no food/no drink policy is not being enforced in a consistent manner. President Sloan began a discussion asking if the board thought the library should offer drinks and snacks (for a small fee) each day for an hour. A staff member would be needed to supervise the snack hour, which would be held in the large meeting room. This would be the only place in the library where snacks and drinks would be available for the public. The board discussion

moving the coffee machine to the large meeting room, but no decision was made. Staff could be asked to keep their snacks and drinks in the workroom and/or staff kitchen. President Carns will discuss this with staff during the staff meeting on Friday, February 9th and let the board know when the trial period would begin.

11. Adjourn: M/S Trustee Richter made the motion to adjourn at 6:40 p.m. Trustee Kettering seconded. Motion passed, no opposition.

Next board meeting: Wednesday, April 11, 2018 at 5:30 p.m.

Please note the change of meeting date from the first Wednesday of the month of April to the second Wednesday of the month of April.

Respectfully submitted,

Julie Finn, Secretary

