

# LIBRARY BOARD of TRUSTEES MINUTES ~~ APPROVED

**DATE:** 6/25/2020

**TIME:** 6:00 PM

**LOCATION:** Virtual Zoom Meeting

**MEETING CHAIR:** Jim White

**MEETING SCRIBE:** Renee Murphy

## **BOARD MEMBERS / ATTENDEES PRESENT:**

White, Largent, Huyck, Murphy, Bomarito, Hahn

**BOARD MEMBERS ABSENT:** None

**STAFF MEMBERS PRESENT:** Carleton, Shereda, McKinney

**GUESTS:** Michael Blum/Foster Swift, Kari Shea and Brian Camiller/Plante Moran

The Board Meeting was called to Order at 6:21PM by Board President Jim White.

**Approval of Agenda:** A motion was made by Huyck to approve the Agenda for the 6/25/2020 Board meeting supported by Murphy.

**Vote:** Aye: White, Largent, Bomarito, Hahn, Huyck, Murphy

**Opposed:** None

**Motion passed**

## **Correspondence:**

Board received 14 correspondences

## **Public Comment:**

By Bethany, Suzanne, Jennifer, Mark, Kristin

## **Election of Officers:**

Motion by Huyck to approve the procedure for electing Officers via Zoom was supported by Hahn.

**Vote:** Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy

**Opposed:** None

Motion by Hahn to nominate Jim White as President. Position accepted.

**Vote:** Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy

**Opposed:** None

Motion by Murphy to nominate Bill Largent as Vice-President. Position accepted.

**Vote:** Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy

**Opposed:** None

Motion by Largent to suspend the rule for limiting the number of Committee's a member may participate in until fully staffed, was supported by Huyck.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

Motion by Bomarito to nominate Renee Murphy as Secretary. Position accepted with access to audio/visual recordings of meetings.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

Motion by Hahn to nominate Paul Huyck as Treasurer. Position accepted.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

### Statement Against Racism

Discussion by Largent regarding his general support of the Statement, but also the need for direct action against racism. Hahn requested clarifying the wording of the Statement, removing s from affirms to change to affirm. Huyck and Bomarito voiced support of the initial statements.  
Motion by Huyck to accept Diversity resolution, seconded by Hahn.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None  
Motion passed

### Approval of minutes:

Motion by Bomarito to approve minutes of the 5/28/2020 Board Meeting was supported by Murphy.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

### Operating Bills:

Discussion of the new Plant Moran format for financial reports, which will include all revenues and expenditures, and total expense amount of \$71,828.82, for Check #27086-27138.  
Motion by Huyck to accept the financial report and check registers as of May 31, 2020, as presented, was supported by Hahn.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

### Financial Report:

Motion by Largent to receive and file financial reports was supported by Bomarito.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

### Correspondence:

The Library Board received 14 correspondence from staff and community members

### Directors Report:

Riti gave an update of the proposed budget, reopening protocol with 6 phases and versions created for the staff and public, including an X Phase. July 6 will begin Phase 2 with curbside service provided. The hours are Monday and Tuesday 1:00-6:00 PM, and Thursday-Sat 9:00 AM-2:00 PM. Items returned are now being isolated for 72 hours. Phase 4 will bring the public back into the library.  
Riti also discussed the policies for Masks and Social Distancing, and for Telework for staff. Mike Blum added that for irate patrons who are not following the policy, the Patron Behavior policy will be followed, and if needed, the Director or appointed staff members may call the police.  
Findings of Project Realm are being implemented to provide additional safety measures.

Mary Carleton explained the touchless credit card, use of M.S. 365 app, and pay online payment systems, use of TEAMS, and ransomware storage device that is fully encrypted.

Kathy McKinney explained LEAP, an ILS interface which is part of Polaris, for outreach and at home use, and use of Unique which will use text messages to pick up library materials 248-534-4811 for FH or 248-534-4812 for Farmington.

Riti provided information about the Service Module Assessment Study; that will be supported by gathering data from Gale Analytics and Gale Engage using Gale Cengage analytic service. Pepper Consulting will conduct a survey of stakeholders to gather data for this study.

The online summer program running from 6/13 to 8/2 already has 1104 participants.

## Committee Reports:

### Facilities Committee

Donald reported that all employees and visitors will have their temperature taken, PPE and cleaning supplies have been purchased, all surfaces have been sanitized. Many projects have been completed including DTE transformer, garden project, electrical panel, emergency lighting at 12 mile, landscaping and water rerouting. Parking lot restoration, elevator replacements, and HVAC systems, rear porch repair, still need attention.

Discussion: Jim pointed out that there is more than a million dollars of maintenance repairs that are needed.

### Strategic Plan Committee

Jessica reports the Committee is working with Cynthia Pepper to begin process of the Assessment. She was provided with a list of stakeholders. A survey will be available for all to complete. Furloughed staff are encouraged to participate as members of the community.

Personnel Committee Jim recognized the difficulty of not knowing the timeline for moving to Phase 4.

Finance Committee No formal Finance Committee meeting was held. A new ADP payroll, accounting, auditing, and the Comprehensive HR module with ADP was implemented.

## Unfinished Business

### Subject: Amended budget

Keri stated that the 2019-2020 amended budget will provide quarterly adjustments.

Discussion: Huyck stated that tax collections may be declining. Changes include salary and wage decreases, Covid 19 expenses, building improvements declined due to shut down.

Motion by Largent to approve the amended budget for 2019-2020 was supported by Huyck

Vote: Aye: White, Huyck, Hahn, Bomarito, Murphy, Largent

Opposed: None

### 2020-2021 Budget

Brian from Plante Moran explained that the Budget proposed is adjustable based on current and future needs.

Motion by Huyck to adopt the 2020-2021 budget was supported by Largent

Discussion: Possible changes could be in personnel, Capital, PPE supplies,

Vote: Aye: White, Huyck, Murphy, Hahn, Largent, Bomarito

Opposed: None

## New Business

### Subject: Reopening Protocols

Mike Blum reports that we must have policies and protocols in place, per the Governor's Executive orders, for a Pandemic and response plan, and we must comply with CDC and OSHA guidelines.

Motion by Bomarito to accept the public staff and protocols for Reopening for Staff seconded by Hahn.

Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy

Opposed: None

Motion by Largent to adopt Mask and Social Distancing policies was supported by Hahn  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

Motion by Largent to adopt the Telework policy was supported by Huyck  
Discussion: Largent requested a written legal opinion to ensure liability coverage for staff working at home. Blum suggested a discussion with workers compensation carrier.  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

Parking lot resurfacing will require \$15,000-20,000 to repair and now is a good time to complete it.  
Motion by Largent to pre-approve a \$20,000 budget limit for repair of parking lot at 12 mile location was supported by Huyck  
Vote: Aye: White, Huyck, Hahn, Bomarito, Largent, Murphy  
Opposed: None

### **Board Trustee Comments and Announcements**

Largent proposed a Communication plan to create a President/Vice-President joint statement to provide weekly communication for Board members and staff. Board members voiced support.

### **Adjournment**

Motion by Huyck at 9:12 PM to adjourn the Board meeting was supported by Largent  
Vote: Aye: All in favor  
Opposed: None

**The next meeting of the Library Board is scheduled for July 9 via ZOOM online meeting.**

**Respectfully Submitted,**

**Renee Murphy, Secretary  
Library Board of Trustees**