

# LIBRARY BOARD OF TRUSTEES MINUTES

**DATE:** 7/9/2020

**TIME:** 6:00 PM

**LOCATION:** Virtual Zoom Meeting

**CHAIR:** Jim White

**SECRETARY :** Renee Murphy

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

**White, Largent, Huyck, Murphy, Bomarito, Hahn**

**BOARD MEMBERS ABSENT:** None

**STAFF MEMBERS PRESENT** Grover, Carleton, Shereda

## **1. Call to Order at 6:08 by Jim White**

Introduction of all Board members and Library Director

## **2. Approval of Agenda:**

A Motion was made by Hahn to approve the Agenda for the 7/9/2020 Board meeting was supported by Bomarito.

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

Opposed: None

Motion Passed

## **3. Public Comments: Made by** Michael Shereda, Kristal Sexton, Dottie Pheney, Jennifer,

Timothy, Kristy Cooper, Roxana Barnett, Kristin, Patricia Ballard, Steven Kish, Steven Koponen, Sarah, Mary Lou, Zoey/Glen, Mitch.

## **4. Approval of Minutes:**

A Motion was made by Hahn to approve the Minutes for the 6/25/2020 Board meeting, was supported by Bomarito.

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

**Opposed: None**

**Motion Passed**

## **5. Financial Reports**

Huyck presented the financial reports from Plant and Moran through June 30, 2020 including the bank reconciliation and financial statements.

Motion by Huyck to accept the reports submitted by Plant Moran and approve the expenditures on pg 1-4 and include disbursements of \$384,269.83 was supported by Bomarito

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

**Opposed: None**

**Motion Passed**

## **6. Correspondence**

Eleven e-mails were received from Dominica, McWinney, Ballard, Dobson, Harper, Merrill, Barnette, Thorton, Cherry, Manero, and Fugulo.

## 7. LIBRARY DIRECTOR'S REPORT

Director Grover thanked staff and the community for voicing their concerns, and for their ideas, suggestions and support.

In Phase I starting June 25, we started accepting returns and received 7,379 items out of approximately 30,000 that are checked out. Director Grover shared a video tour of the routes patrons will take for picking up and dropping off items. This is posted on the FCL website. We did close for disinfecting July 8 & 9 because of a staff exposure to Covid 19.

In Phase II which started July 6<sup>th</sup>, 345 patrons borrowed 992 items. We are gradually improving the process. Digital interactions increased. On Facebook, we received 80 new likes in June to a total of 2,951. Instagram posts were up, and online programs have increased. There were 466 attendee's in 28 programs in May, and this improved in June to 2,273 attendee's in 51 programs. We are looking at providing outside programs, in addition to online programs. Seven newsletters were sent out to patrons and have a new Kids page and Mary Lou's Art Studio Service Module Assessment:

Surveys are going out to everyone next week.

Gale Engage data analysis will help us determine community needs, how best to focus staff efforts. This will help us identify underserved populations, and ways to engage non-patrons.

## 8. Committee Reports

Facilities Committee: Director Grover reports that Donald has been disinfecting the facility for reopening tomorrow. The Liberty street elevator and receiving door needed repair. 12 Mile Library needed a new drain box replaced, and are receiving quotes for the parking lot repair. Donald has also helped with curbside service.

Strategic Plan Committee: Bomarito reports Riti presented a detailed schedule of activities and the communication plan taking place re. the Strategic Planning Assessment. This includes a community survey, interviews with staff and civic leaders, a report from Ms. Pepper is expected in late August, w which should look at updating our Organizational chart as we now have a little over 100 staff and 74 job roles. This should help to better define job roles and responsibilities and include additional roles such as a PR and Marketing position. The Assessment will not supersede bringing staff back, and staff will be added when warranted, and it is safe to do so. We will continue to follow the reopening protocol that is in place. Riti reported that more staff are needed and will be brought in to help with curbside services. We briefly viewed Gale Engage data, and observed that low income households are presently underserved and we look forward to discovering ways to engage non-patrons and expand services. We look forward to staff participation.

Personnel Committee: No report

Finance Committee: Huyck reported that June 30 was the end of the Fiscal year.

Motion by Huyck to hire Allen C Young & Assoc. to perform the Audit ending June 30, 2020 was supported by Bomarito.

Discussion: Largent asked if other firms submitted bids. Huyck reported five other firms were considered before. Plant Moran was used last year, but are unable to this year because they are performing our accounting. Hahn reports that per the contract by Allen C Young, gross fees are not to exceed \$12,000.

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

**Opposed: None**

**Motion passed**

## 9. Unfinished Business- None

## 10. New Business- None

## **11. Board Trustee Comments and Announcements**

Remarks Largent suggested that the President/Vice President communication should be posted to the FCL website and to the city councils, Friends of the Library and to important stakeholders. White and Largent both desire to keep communication going, perhaps adding a frequently asked questions section. Largent and White both recognized the frustrations of the staff and the community and stated that FCL will be slowly re-opening as soon as we can safely and effectively do so.

## **12. Adjournment**

Motion by Largent to adjourn at 8:10 PM was supported by Bomarito  
Vote: Aye: White, Largent, Huyck, Murphy, Bomarito, Hahn  
Opposed: None

**The next meeting of the Library Board is scheduled for August 13 at 6:00 PM in the Ernest E. Sauter Board Room or via ZOOM online meeting.**

**Respectfully Submitted,**

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