

APPROVED 2/26/2020

**LIBRARY BOARD OF TRUSTEES MEETING
January 22, 2020**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:30 pm by Powers
Members present: Powers, Weins, Lisica, Duhaime, Steffey
Library staff present: Director: Thomas,
Friends of the Library: M. Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented, 2nd by Steffey.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd by Powers. Minutes as presented were approved.

PUBLIC DISCUSSION
This is an opportunity to comment on items that are not on the agenda.
Comments need to be addressed to the Board.

No public comments.
- IV. FINANCIAL REPORTS
 - A. Monthly expenses and revenues – as of 01/20/2020 --Sandi's report
Motion made by Weins, 2nd by Powers to accept financial reports as presented.
 - B. Monthly Fund Report – City Printout –
Report received dated 01/21/2020 for the period ending January 31, 2020.
 - C. City Treasurer report –
Report dated November 30, 2019 was received.
- V. BUSINESS
 - A. OLD
 - 1. Approve updated policies – Clerk & Children's Librarian only
Job description of PT circulation clerk position dated 10/16/19 and FT children's services librarian dated 10/16/19 was presented. On motion by Lisica to approve and 2nd by Powers, the motion was approved.
 - 2. Overpayments for 2018-2019 – B. Weins
No updated information has been provided by the city to bring the issue to a resolution.
 - B. NEW
 - 1. Anchor Bay Chamber sponsorships

Sponsorship request was discussed. The conclusion was that the proposal was outside the sphere of library activity.

2. Book group bags, books – S. Steffey
Steffey and Thomas presented a service offered to promote book club/groups. Main feature is a multiple copy title checkout in a book bag for use by the club/group. Other libraries have such a program. Added information was requested.
3. Hoopla
Thomas presented consideration for this streaming service that allows borrowing movies, music, audiobooks, ebooks, comics and TV shows to use on a computer, tablet, or phone or TV. Cost and variety was a consideration beyond current library offerings. Board requested further research.
- C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Program stats and upcoming events, programs, Children's Room News
 - . Children's Room Newsletter was shared
 - . Highlights of activities were presented
 - . The children's librarian is continuing school visits
 - Calendar of February programs was distributed
- B. Friend's Report – M. Willis
 - . The Friends are providing a staff party on January 31st
 - . Board member will receive an email copy of the Friends meetings
 - . The Friends will provided \$2788.00 for library reading programs
- C. City grant writer – Cary Thompson
The city has hired a grant writer. The library is looking to participate in using his services.
- D. Fine free weeks
Was held the last week of December and first week of January.
- E. "Library Notice" –
The Suburban Library Cooperative sent personal emails as a promotional item on the benefits of the library – total cost saved
- F. BJ's memberships
The library will receive \$5.00 for each signup as a promotion
- G. Michigan Notable 2020 books
Display was set up for these titles
- H. Donation report
Current total is \$ 61,150.00
- I. Census info
Training for census workers will take place in March at the library
- J. Go Library Card Discount program
Program will provide discounts to library card holders.
- K. Other

VII. ADJOURN

Meeting adjourned @ 9:00 pm

VIII. NEXT MEETING DATE - Wednesday February 26, 2020 @ 7:30 PM

APPROVED 4/22/2020

**LIBRARY BOARD OF TRUSTEES MEETING
February 26, 2020**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 7:00 pm by Powers
Members present: Powers, Weins, Lisica, Steffey
Member excused: Duhaime
Library staff present: Director: Thomas,
Friends of the Library: M. Willis
- II. APPROVAL OF AGENDA
Motion made by Lisica to approve agenda as presented with addition of item G. under V. ANNOUNCEMENTS, INFORMATION, ETC., 2nd by Powers.
Agenda approved.
- III. APPROVE OF MINUTES
Motion made by Weins, to approve the minutes as presented, 2nd by Powers. Minutes as presented were approved.

PUBLIC DISCUSSION
This is an opportunity to comment on items that are not on the agenda.
Comments need to be addressed to the Board.

No public comments.
- IV. FINANCIAL REPORTS
 - A. Monthly expenses and revenues – as of 02/14/2020 --Sandi's report
Motion made by Weins, 2nd by Lisica to accept financial reports as presented. Motion approved.
 - B. Monthly Fund Report – City Printout –
Report received dated 02/13/2020 for the period ending February 29, 2020.
 - C. City Treasurer report –
Report dated January 31, 2019 was received.
- V. BUSINESS
 - A. OLD
 - 1. Book group books with bag - S. Steffey
First title selected is Women of the copper country: a novel by Doria Russell. The selection of a bag supplier has been narrowed to two companies.
 - 2. Overpayments for 2018-2019 – B. Weins
No updated information available.
 - B. NEW
 - 1. Approve new bookcase –

Replace glass shelves in Children Room at librarian's desk -- \$1,949.00 by TPG

TPG presented drawing and proposal for the modification as a result of accidental damage.

2. Discussion --Headlee override millage

Current situation with funding for the library is challenging. The voted millage rate for library operation was 2.00 but with the Headlee law, the current amount collected is 1.29 mills.

Information sheet on the Headlee rollback and override situation was provided by the Michigan Municipal League. Sample with ballot language examples were examined. Further discussion is required.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Program stats and upcoming events, March programs, Children's Room News

. Children's Room Newsletter was shared

. Highlights of March activities were presented

B. Friend's Report – M. Willis

C. 2020 Spring Institute in Ann Arbor on March 19 – K. Marra

She will attend the event for youth library professionals.

This conference brings together more than 200 children and teen services librarians to share, discover and experience best practices.

D. A. Goike

Return date from medical leave is March 2nd.

E. Communications

Marra shared children's Valentine's Day cards.

F. Donation report

Current total is \$ 61,171.00

G. Lighting grid removal

The grids for lights above the circulation will be removed due to their age and appearance.

H. Other

VII. ADJOURN

Meeting adjourned @ 8:00 pm

VIII. NEXT MEETING DATE - Wednesday March 25, 2020 @ 7:30 PM

**LIBRARY BOARD OF TRUSTEES MEETING
WILL BE HELD BY JOINING INFO:**

meet.google.com/ewk-qebi-qqe

Join by phone +1 224-475-1471 PIN 680903280#

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease 2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

For current and up-to-date information regarding the Coronavirus visit <http://Michigan.gov/Coronavirus> or <http://wwwCDC.gov/Coronavirus>

**LIBRARY BOARD OF TRUSTEES MEETING
April 22, 2020**

MINUTES

I. CALL TO ORDER

Meeting called to order at 7:30 pm by Powers

Members present: Powers, Weins, Lisica, Steffey, Duhaime

Library staff present: Director: Thomas, Assistant Director: Goike

II. APPROVAL OF AGENDA

Motion made by Weins to approve agenda as presented, 2nd by Powers.
Agenda approved.

III. APPROVE OF MINUTES

Motion made by Steffey, to approve the minutes as presented, 2nd by Weins. Minutes as presented were approved.

PUBLIC DISCUSSION

This is an opportunity to comment on items that are not on the agenda.
Comments need to be addressed to the Board.

No public comments.

IV. FINANCIAL REPORTS

A. Monthly expenses and revenues – as of 04/17/2020 --Sandi's report
Motion made by Weins, 2nd by Powers to accept financial reports as presented. Motion approved.

B. Monthly Fund Report – City Printout –

Report received dated 04/17/2020 for the period ending April 30, 2020.

- C. City Treasurer report –
Not available.

V. BUSINESS

A. OLD

- 1. Group books with bag - S.Steffey
Bag supplier has been selected and copies of Women of the copper country: a novel by Doria Russell have arrived. The bag and title selected is now waiting for processing when the library reopens.
- 2. Overpayments from city– B. Weins
No updated information available.

B. NEW

- 1. Discussion of cleaning quotes –
Thomas has sought and received bids for sanitizing the library facility for public access. Based on the fact that the building has been closed to the public for weeks, consensus was that an extreme cleaning was not necessary and that the director utilize the current staff to do a reopening cleaning. The director will also do major carpet cleaning since the building is closed.
- 2. Discussion on reopening - Not WHEN but HOW?
The library director has been in meetings with city department heads and the mayor to address the guidelines from the state and local officials regarding the coronavirus pandemic. Thomas will be meeting with staff to address a phase-in strategy for opening the library and presenting the strategies from the Suburban Library Cooperative and the Library of Michigan..

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friend's Report –

Future activities planned are a Library Open House event, fund raising with sale of wreaths and porch flower pots

B. Donation report

Current total is \$ 61,171.00

C. Other

VII. ADJOURN

Meeting adjourned @ 8:00 pm

VIII. NEXT MEETING DATE - Wednesday May 27, 2020 @ 7:30 PM

APPROVED 6/24/2020

**LIBRARY BOARD OF TRUSTEES MEETING
WILL BE HELD BY JOINING INFO:**

meet.google.com/dzs-vtrd-frg

Join by phone +1 845-4028687 (PIN: 663420601

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease 2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

For current and up-to-date information regarding the Coronavirus visit <http://Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>

**LIBRARY BOARD OF TRUSTEES MEETING
MAY 27, 2020
MINUTES**

I. CALL TO ORDER –

Meeting called to order at 7:30 pm by Powers.

Members present: Powers, Weins, Lisica, Steffey, Duhaime

Library staff present: Director, Thomas, Assistant Director Goike (joined at 7:45)

II. APPROVAL OF AGENDA

Motion made by Weins to approve agenda as presented, 2nd by Lisica. Agenda approved.

III. APPROVAL OF MINUTES

Motion made by Weins to approve minutes as presented, 2nd by Powers. Minutes approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

If you wish to be heard on any agenda item, please identify yourself and give agenda item

FINANCIAL REPORTS

A. Monthly expenses and revenues – as of 4/17/2020

Upon review and discussion, Weins made a motion to accept financial report as presented. 2nd by Lisica. Motion approved.

B. Monthly fund report – City printout – as of 5/21/2020

Received for period ending May 31, 2020

C. City Treasurer report –

Not available.

IV. BUSINESS

A. OLD

1. Hoopla

Thomas proposed offering a digital media service called Hoopla that allows borrowing thousands of movies, music, audiobooks, ebooks, comics and TV shows to enjoy on your computer, tablet, phone or TV. Titles can be streamed immediately, or downloaded to phones or tablets for offline enjoyment later.

Costs and features were discussed. Motion made by Steffey to do a 3 month trial and 3 item limit per person, 2nd by Weins. Motion approved.

B. NEW

1. Approval of MacDonald Public Library COVID-19 Preparedness and Response Plan

Draft document on staff safety measures and strategies regarding issues with COVID -19 were outlined. Thomas gave background on the development of the plan which included meeting with city hall administration as well as the guidelines from the State, Michigan State Library. After discussion motion was made by Lisica, 2nd by Weins to approve the draft plan. Motion approved.

2. Discussion/Approval of Library Reopening Phases for staff and public

Draft document was presented by Thomas. There are 5 phases which were examined and were based on examination of planned activity by other SLC libraries. Motion made by Lisica, 2nd by Weins to approve the draft. Motion approved.

3. Budget

Thomas noted request from city to provide a budget post the shutdown. She stated that the library operates on 1.29 mills even though there is a voted 2 mill operating budget due to the Headlee amendment. Penal fines (Revenue line item – County Contrib) will also be lower. State aid is expected to be lower due to the COVID-19 situation.

C. OTHER

V. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friends report – M Willis

No current activity is planned due to the COVID-19 situation.

B Supplies/Grant

Thomas noted that the Michigan Library provided a grant to supplement purchase of virus safety supplies. Money is being provided through the CARES Act from the State of Michigan to the Library of Michigan.

C. Donation report - \$61,359.00

D. OTHER

ADJOURN

Meeting adjourned at 8:30 pm

NEXT MEETING DATE – JUNE 24, 2020 at 7:30pm

LIBRARY BOARD OF TRUSTEES MEETING

WILL BE HELD BY JOINING INFO:

meet.google.com/vgu-gxhe-tpn

Join by phone +1 508-812-8419 (PIN: 957703570)

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease 2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

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LIBRARY BOARD OF TRUSTEES MEETING

JUNE 24, 2020

MINUTES

I. CALL TO ORDER –

Meeting called to order at 7:40 pm by Weins

Members present: Weins, Lisica, Steffey, Duhaime, Powers (at 8:15)

Library staff present: Director, Thomas, Assistant Director Goike

Friends of Library Representative present: M. Willis

II. APPROVAL OF AGENDA

Motion made by Lisica to approve agenda with additional items, 2nd by Steffey.

Agenda approved.

III. APPROVAL OF MINUTES

Motion made by Steffey to approve minutes of the May 27, 2020 meeting as presented, 2nd by Duhaime.

Minutes approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

If you wish to be heard on any agenda item, please identify yourself and give agenda item

No public present.

FINANCIAL REPORTS

A. Monthly expenses and revenues – as of 06/17/2020

Weins noted that the data shows the library at end of fiscal year is under budget. There were no issues except further discussion on the administrative fees imposed by the city.

Weins made a motion to accept financial report as presented. 2nd by Steffey.

Motion approved.

B. Monthly fund report – City printout – as of 06/17/2020

Received for period ending June 30, 2020

C. City Treasurer report –

Received dated May 19, 2020.

If you wish to be heard on any agenda item, please identify yourself and give agenda item.

IV. BUSINESS

A. OLD

1. Discussion / Approval TPG adult side project – Brian VanPeteghem

Project manager presented itemized plan for renovation and cost. Renovations to be implemented through July include carpet and painting in adult area, 3 offices, behind the Circulation area and rearranging of YA and some non-fiction shelving. Motion made by Lisica implement the project with part 1,2, and 3, supported with 2nd by Steffey.

Motion approved.

B. NEW

1. Discussion/Approval of 2020-2021 Budget

Weins presented draft of budget. After discussion and adjustments, Weins made motion to approved revised budget, 2nd made by Steffey. Motion approved.

C. OTHER

V. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friends report – M Willis

No updates due to the COVID-19 situation.

B Reopening report

Thomas noted the progress on the library reopening plan.

C. Hoopla activation

Service has been implemented with email & PIN access available. More publicity will be provided.

D. Donation report

\$61,359.00

E. Free little library project

Eagle scout will provide for three additional locations: City hall, library grounds and at 25 mile & Ridge Road (Vicki Oleksinski property).

F. K. Marra

Children's programming has been made available via the internet/facebook. Including activity kits available in library lobby, virtual summer reading,etc.

G. Other

ADJOURN

Meeting adjourned at 9:40 pm

NEXT MEETING DATE – JULY 29, 2020 at 7:30pm

APPROVED 7/29/2020

LIBRARY BOARD OF TRUSTEES MEETING

WILL BE HELD BY JOINING INFO:

meet.google.com/vgu-gxhe-tpn

Join by phone +1 508-812-8419 (PIN: 957703570)

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease 2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

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LIBRARY BOARD OF TRUSTEES MEETING

JULY 29, 2020

MINUTES

I. CALL TO ORDER –

Meeting called to order at 7:33 pm by Powers

Members present: Weins, Lisica, Steffey, Duhaime, Powers

Library staff present: Director, Thomas, Assistant Director Goike

Friends of Library Representative present: M. Willis

II. APPROVAL OF AGENDA

Motion made by Weins to approve agenda with additional item IV.B-3, 2nd by Lisica.

Agenda approved.

III. APPROVAL OF MINUTES

Motion made by Weins to approve minutes of the June 24, 2020 meeting as presented, 2nd by Duhaime.

Minutes approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

If you wish to be heard on any agenda item, please identify yourself and give agenda item

No public present.

FINANCIAL REPORTS

A. Monthly expenses and revenues – as of 07/16/2020

Weins noted that the data shows the library finances are positive for the year and appear good to December.

Weins made a motion to accept financial report as presented. 2nd by Lisica.

Motion approved.

B. Monthly fund report – City printout – as of 07/16/2020

Received for period ending June 30, 2020

C. City Treasurer report –

Not available.

If you wish to be heard on any agenda item, please identify yourself and give agenda item.

IV. BUSINESS

A. OLD

B. NEW

1. Approve contract change order 2

TMP submitted an additional work item in their library renovation process. When removing the old carpeting, it was discovered that the floor was not structurally sound for installation of new carpeting. Additional work and materials are required to damp-proof the floor. Weins made motion to approved the additional \$7379.00 cost, 2nd made by Steffey. Motion approved.

2. Special meeting to review 2020-2021 library budget

Weins presented the current situation on administrative fees the city charges the library. A letter (email) was sent to city and council members outlining the library board's position. Tentative request was made to meet with city representatives requesting clarification of their rationale for their appropriating the various fees beyond those originally negotiated.

3. Set agenda for meeting with city

Various views were offered by board members with agenda being finalized. The Library board agenda in meeting city representatives is : To listen to the cities' policy and legal reason for the charges to the library

C. OTHER

V. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friends report – M Willis

No craft fair due to the current virus situation.

B Reopening report

Children's Room is open. Few parents but curbside service is active as well as telephone services

Internet virtual projects are being offered.

Book club is doing their program under the trees.

C. Renovation project – update

TMP is working on the carpeting and painting in the circulation and office areas. The adult side will push opening date to end of August due to problem with floor and added work required.

D. MPL website - Piper Mountain & Pure Michigan

The library is recognized on the Pure Michigan calendar.

E Donation report

\$61,359.00

G. Other

ADJOURN

Meeting adjourned at 8:15 pm

NEXT MEETING DATE – AUGUST 26, 2020 at 7:30pm

APPROVED 8/26/2020

LIBRARY BOARD OF TRUSTEES MEETING

WILL BE HELD BY JOINING INFO:

meet.google.com/dqo-pakr-djh

Join by phone +1 443-671-4780

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease

2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

at <http://Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>

**MINUTES
AUGUST 26, 2020
7:30pm**

I. CALL TO ORDER –

Meeting was called to order by Weins at 7:30pm

Members present: Weins, Steffey, Duhaime, Lisica

Member excused: Powers

Library staff present: Director, Thomas, Assistant Director: Goike

Friends of the Library Representative: Willis

II. APPROVAL OF AGENDA

Motion made by Weins to approve agenda with addition of item 2 under C. OTHER , 2nd by Steffey to approve. Motion approved.

III. APPROVAL OF MINUTES

Motion made by Weins to approve minutes of the July 29, 2020 meeting, 2nd by Duhaime. Motion approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda. Comments need to be addressed to the Board.

IV. FINANCIAL REPORTS

A. Monthly expenses and revenues – as of August 20, 2020

Weins noted continued fiscal stability with no outstanding issues except with continued Administrative Fee issues with the city.

Weins made motion to receive and file as presented, 2nd by Duhaime. Motion approved.

B. Monthly fund report – City printout – as of August 20, 2020

Revenue and Expenditure Report received dated August 31, 2020 for the period ending August 20, 2020.with

C. City Treasurer report – as of July 31, 2020

V. If you wish to be heard on any agenda item, please identify yourself and give agenda item

VI. BUSINESS

A. OLD

1. Approve minutes of special meeting – attachment

Motion made by Steffey, 2nd by Duhaime to approve minutes of special meeting with City of New Baltimore and city attorney on August 13, 2020.

Motion approved.

2. Discussion of special meeting – attachments

Weins presented an overview of meeting with city officials and presented a Letter of Understanding to submit to the city attorney.

After discussion, a motion was made by Weins to send the Letter of Understanding to the city attorney to verify the points in the letter and expect a reply within 2 weeks after which the library board will examine the issue again. Motion was 2nd by Lisica. Motion approved.

B. NEW

1. Approve reappointment of Sharon Steffey for 5 years

Motion made by Weins to maintain Steffey's participation as a board member. Motion of support was a 2nd by Duhaime. Motion carried.

2. Elect new President

Tabled

3. Elect new Vice President

Tabled

4. Approve City's Implicit Bias training - \$400 for FT staff - attachment

Program on learning how to effectively communicate and respond in critical incidents are key to ensuring a positive outcome. Presentation is by Prat LLC.

City staff are participating including library staff. Cost is \$100 per person. Motion made by Lisica, 2nd by Weins. Motion approved.

5. New Director recruitment process

Meeting to be scheduled to review posting.

6. Library goals for next 2-5 years –

Written attachments shared:

- *MacDonald Public Library: Goals for 2021-2025*
- *Two to five Year Goals – August 2020*
- *Subject Goals and Professional Development (Children's Room)*

C. OTHER

1. Communication – Joe Powers

Letter of resignation from the Library Board. He expressed his appreciation of participation for 30 plus years to maintain and improve library service to the community.

The board members expressed their appreciation of his service and contribution of skills to the MacDonald Library of New Baltimore.

2. Library Board President position

Due to the vacancy of board presidency, a motion was made by Steffey and 2nd by Lisica to authorize the board treasurer to sign business documents until new board president is elected. Motion approved.

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friends report – M Willis

Fundraising plans are in process for a silent auction and sale of Christmas wreaths.

B Renovation project update

Project is done except for doing a punch list review.

D. Reopening report

Staff meeting will be held to examine strategies

D. Children's room update – July & August –

MPL Children's Room Newsletter was shared.

E. Donation report - \$61,359.00

F. OTHER

ADJOURN

Motion made by Weins, 2nd by Lisica to adjourn at 8:40pm. Motion approved.

NEXT MEETING DATE – SEPTEMBER 23, 2020 at 7:30pm

APPROVED 9/23/2020

LIBRARY BOARD OF TRUSTEES MEETING

WILL BE HELD BY JOINING INFO:

meet.google.com/ndz-zamx-rbu

Join by phone +1 980-434-6665 (PIN: 285549431)

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease

2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

at <http://Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>

MINUTES

SEPTEMBER 23, 2020

7:30pm

I. CALL TO ORDER –

Meeting was called to order by Weins at 7:35 pm

Members present: Weins, Steffey, Duhaime, Lisica

Library staff present: Director, Thomas; Assistant Director, Goike

Friends of the Library Representative: Willis

II. APPROVAL OF AGENDA

Motion made by Lisica, 2nd by Duhaime to approve agenda as presented. Motion approved.

III. APPROVAL OF MINUTES

Motion made by Steffey, 2nd by Duhaime to approve minutes of August 26, 2020 meeting as presented. Motion approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

No public present.

IV. FINANCIAL REPORTS

A. Monthly expenses and revenues – as of 9/16/2020

Report by Weins noted continued fiscal stability with no outstanding issues. City administrative costs are still to be addressed.

Motion made by Lisica, 2nd by Duhaime to receive and file report. Motion approved.

B. Monthly fund report – City printout – as of 9/16/2020

Report dated 09/16/2020 for the period ending 09/30/2020 was received.

C. City Treasurer report

Not available.

V. PUBLIC COMMENTS

If you wish to be heard on any agenda item, please identify yourself and give agenda item.

No public present.

VI. BUSINESS

A. OLD

1. Discussion on City attorney's response to Board's summary of special meeting

Options were discussed regarding the city's method of imposing service costs to the library.

Conclusion was to examine the issue further. Motion made by Lisica to seek legal clarification of the library's budget position with the city, 2nd by Weins.

Motion approved.

B. NEW

1. Approve job posting for new Director

Examined and discussed draft of posting for new library director. Motion made by Weins, 2nd by Steffey to approve posting. Motion approved.

2. Approve job description for new Director

Examined and discussed draft of job description for posting with new library director position. Motion made by Lisica, 2nd by Steffey to approve. Motion approved

3. Increase Hoopla account

Thomas provided data on the favorable response by library users to the Hoopla account. Request was made to increase access from 3 to 5 items per user.

Motion made by Lisica, 2nd by Steffey to approve the increase. Motion approved.

4. Review application on new trustee – Cynthia Miller

Board discussed and requested interview with candidate.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Friends report – M Willis

Depending on status of the current COVID situation the Friends are planning a silent auction, Christmas wreath sale.

B. Renovation project update

Punch list is being reviewed with contractor

C. Reopening report

Reopen October 14th with 16 person capacity and 1 hour limit.

D. Children's room update –

E. Donation report - \$61,359.00

F. Other

ADJOURN

Motion by Lisica, 2nd by Duhaime to adjourn.

Meeting adjourned at 8:45 pm

NEXT MEETING DATE – OCTOBER 28, 2020 at 7:30pm

APPROVED 10/29/2020

**LIBRARY BOARD OF TRUSTEES MEETING
WILL BE HELD BY JOINING INFO:**

meet.google.com/ndz-zamx-rbu

Join by phone +1 980-434-6665 (PIN: 285549431)

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

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<http://Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>

**MINUTES
October 29, 2020
7:30pm**

I. CALL TO ORDER –

Meeting was called to order by Weins at 7:35 pm

Members present: Weins, Duhaime, Lisica, Miller

Library staff present: Director, Thomas; Assistant Director, Goike

Library Staff: Marra, Children's Librarian; Gardella, Reference Librarian

II. APPROVAL OF AGENDA

Motion made by Lisica, 2nd by Duhaime to approve agenda as presented. Motion approved.

III. APPROVAL OF MINUTES

Motion made by Weins, 2nd by Duhaime to approve minutes of September 23, 2020 meeting as presented.

Motion approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

No member of the public present.

IV. FINANCIAL REPORTS

Monthly expenses and revenues – as of 10/22/2020

Report by Weins noted continued fiscal stability with no critical issues. City administrative costs are still to be addressed.

Motion made by Weins, 2nd by Lisica to receive and file report. Motion approved.

B. Monthly fund report – City printout – as of 10/22/2020

Report dated 09/16/2020 for the period ending 09/30/2020 was received.

C. City Treasurer report

Not available.

PUBLIC COMMENTS

If you wish to be heard on any agenda item, please identify yourself and give agenda item.

No public present.

V. BUSINESS

A. OLD

1. Discussion on City attorney's response to Board's summary of special meeting
Weins provided updated legal options and background.

B. NEW

1. Approve new board member
Motion made by Weins, 2nd by Lisica to welcome Cynthia Miiller as new member to fill the seat of Dr. Joseph Powers. Motion approved.
2. City council meeting of November 9th
Agenda item for reappointment of Sharon Steffey to library board. Steffey presented her communications with the city mayor as to her reappointed to the board for a second term
3. MDHHS Order – policy change on meeting for NF Book Club only for November & December
State mandate on the COVID-19 virus required meeting changes.
4. Discussion on request for art picture purchase for grandchildren
Painting was purchased with library funds and thus cannot be sold. Board offered option of patron securing a print of the piece. Patron will be informed of options.
5. Set dates for interviews on potential new Director applicants
To date the library has received a number of applications before the November due date.
Discussion for scheduling interviews resulted starting the week after the election and when the new members of the library board are approved by the city. Thomas/Weins will arrange ZOOM interviews convenient to all parties.

C. OTHER

VI. ANNOUNCEMENTS, INFORMATION, ETC.

- A. Reopening report
Library director updated status of library services. Library is now open on Saturday.
- B. Fire Department inspection – LaBelle Electric
Annual inspection required modifications of electrical connections to the security cameras and the emergency exit signs. LaBelle Electric did the necessary modifications.
- C. Medibag Agreement
Library provided the company its logo and information for public relations promotions on prescription bags.
- D. Children's News – K.Marra
Presented highlights of programs, newsletter and procedures utilized during the current COVID 19 conditions.
- E. Donation report - \$62,859
- F. Other

ADJOURN

Motion by Lisica, 2nd by Duhaime to adjourn. Motion approved.

Meeting adjourned at 9:10 pm

NEXT MEETING DATE – December 2, 2020 at 7:30pm

APPROVED 12/02/2020

**LIBRARY BOARD OF TRUSTEES MEETING
WILL BE HELD BY JOINING INFO. VIA ZOOM**

<https://zoom.us/j/91924843972?pwd=MOVGUHRXYThuVUhMckZzTVplRmt2Zz09>

Password is: board Meeting ID: 919 2484 3972 Passcode: 470010

To join via phone: +1646 558 8656

Notice is hereby given that the regular Library Board meeting will be held by above info. Public participation will be allowed.

This change is in accordance with Governor Whitmer and the Michigan Department of Health and Human Services' recommendation designed to help prevent the spread of the Coronavirus Disease 2019(COVID-19) and in conformance with Executive Directive No. 2020-2.

At <http://Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>

MINUTES OF DECEMBER 2, 2020 @ 7:30pm

I. CALL TO ORDER

Meeting called to order by Weins via videoconference call at 7:35 pm

Members present via videoconference call from New Baltimore: Miiller, Lisica, Duhaime, Weins, Steffey.

Library director present via videoconference call from Clinton Township: Thomas, Library Director, from Chesterfield Twp.: Goike, Assistant Director, from Macomb Twp.: Marra, Children's Librarian.

II. APPROVAL OF AGENDA

Motion made by Lisica to accept agenda as presented. 2nd by Steffey.

Motion approved.

III. APPROVAL OF MINUTES

Motion made by Steffey to approve minutes of October 29, 2020 meeting with correction of item **III.**

APPROVAL OF MINUTES to read as Motion by Weins, 2nd by Lisica to approve minutes of September 23, 2020.

Motion approved.

Public Discussion

This is an opportunity to comment on items that are not on the agenda.

Comments need to be addressed to the Board.

No public present.

IV. FINANCIAL REPORTS

A. Monthly expenses and revenues – Sandi's printout - as of November 19, 2020.

Report received for the period ending November 30, 2020.

Tabled.

B. Monthly fund report – City printout – as of November 19, 2020.

Report received for the period ending November 30, 2020.

C. City Treasurer report –no report received

If you wish to be heard on any agenda item, please identify yourself and give agenda item

No member of the public present.

V. BUSINESS

A. OLD

1. Discussion on City attorney's response to Board's summary of special meeting

Weins updated his discussion with city council members and will seek further clarification.

2. Approve C Miiller's term change – replaced J. Powers

Clarification received from city that term expires June 20, 2023.

B. NEW

1. Approve 2021 Library Closings
Presented calendar was approved with clarification to be determined as to the Christmas and New Year weekends as to days being paid or vacation days. Motion made by Lisica to approve dates, 2nd by Duhaime.
Motion approved.
2. Approve 2021 Library Board meeting dates
Presented calendar was presented with date changes for November to the 17th and for December to the 15th.
Motion made by Duhaime, 2nd by Steffey to approve calendar with modified dates.
Motion approved.
3. Review By-Laws.
Weins noted that the by-laws were last revised August 2002 and noted sections that might need revision and discussion. He will examine and provide written language changes for consideration.
4. Approve COVID-19 Temporary Policy
Thomas presented and discussed temporary guidelines for community access to the library. Motion made by Miller to apply the temporary policy. 2nd by Lisica.
Motion approved.
5. Discussion/Approve two candidates for the new Director
Posting for new Director of MacDonald library resulted in 5 applications received and 4 interviews done.
Interviews were completed during November with Kathleen M. Swanger, Jessica M. Parij, Katheryn McKinney and B. Kristen Valyi-Hax.
Based on the credentials and experience of candidates for this position, motion made by Weins to let library staff meet and have a conversation with Parij and Valyi-Hax. Staff will share their observations with the Board to finalize a candidate. 2nd by Lisica. Motion approved.
6. Other

VI. ANNOUNCEMENTS, INFORMATION, ETC.

A. Curbside only

Effective November 16th –

services offered for curb delivery of materials, copy service, fax service by phone, fax or email.

B Friends fundraisers – Silent Auction, Weigands

Auction was completed for the quilt. Results of Weigands sales were a profit of \$174.

C.. Children's news – K Marra

Shared activity via *Children's Room Newsletter* and answered related questions.

D. Other

ADJOURNMENT

Motion by Lisica to adjourn meeting, 2nd by Miller. Motion approved.

Meeting closed @9:00 pm

NEXT MEETING Date – January 27, 2021 at 7:30pm

**LIBRARY BOARD OF TRUSTEES SPECIAL MEETING
WILL BE HELD BY JOINING INFO. VIA ZOOM**

<https://zoom.us/j/92296636779?pwd=RXBIVGtNUFlmdCtuSzlGMUp5UKR6Zz09>

MEETING ID: 922 9663 6779

PASSWORD: director

Notice is hereby given that this Library Board special meeting will be held by above info. Public participation will be allowed.

**MINUTES
DECEMBER 16, 2020 7:00pm**

I. CALL TO ORDER

Meeting was called to order by Weins via videoconference call at 7:00 pm

Members present:

Weins, Miiller, Lisica, Duhaime, Steffey via videoconference call from New Baltimore.

Library director: Thomas present via videoconference call from Clinton Township

Assistant Director: Goike present via videoconference call from Chesterfield Twp.

II. APPROVAL OF AGENDA

Motion by Steffey to approve agenda, 2nd by Duhaime. Motion approved.

III. BUSINESS

1. Discussion on 2 finalists for new director

The finalists for the library director position were Jessica Parij and Kristen Valyi-Hax.

The Library Board had provided staff an opportunity for a videoconference conversation with both candidates and they shared their views with the Library Board. Thomas also shared her conversations with references provided by the candidates. Board members shared their views from the interviews of the candidates.

Consensus of the board was that both candidates were well qualified for the position with each offering their own set of unique experiences.

2. Selection of new director

With conclusion of discussion, Weins asked each member for their selection.

Vote for Parij: Weins, Steffey, Miiller.

Vote for Valyi-Hax: Lisica, Duhaime

Discussion on salary and hiring date. Final salary offer was \$60,000 with starting date of January 4th. Thomas will work with the new director until the end of January.

Weins will communicate with Parij on the acceptance or rejection of the job offer.

3. Other

IV. ADJOURN

Steffey made a motion to adjourn the meeting @8:30pm. Motion was 2nd by Duhaime. Motion approved.

V. NEXT REGULAR MEETING DATE – January 27, 2021 at 7:30pm