

**MacDonald Public Library Board of Trustees Meeting** Join via Zoom:

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Meeting ID: 921 8980 2112      Passcode: board

To join via phone: 1-646-558-8656

Notice is hereby given that the regular Library Board meeting will be held virtually by Zoom. 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 compliance with Michigan Public Act 228 of 2020. <http://michigan.gov/coronavirus> or <http://www.cdc.gov/coronavirus>

**MINUTES**

**JANUARY 27, 2021 7:30 PM MEETING**

**Call to Order**

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

Members present via videoconference call (from New Baltimore) - Weins, Lisica, Steffey, Miiller, Duhaime

Director: via videoconference call (from Warren) – Parij, retiring director (from Clinton Twp) - Thomas

Assistant director: via videoconference call (from Chesterfield Twp) – Goike

Librarians: via videoconference call (from Macomb Twp) – Marra, Gardella

City council member: via videoconference call (from New Baltimore) - Duffy

**Approval of Agenda**

Motion made by Miiller, 2<sup>nd</sup> by Steffey to approve agenda as presented. Motion approved.

a. **Approval of Minutes**

Minutes of December 2, 2020, Special Meeting of December 16, 2020 and Special Meeting of January 18, 2021 were presented. Motion to approve made by Duhaime, 2<sup>nd</sup> by Steffey to approve. 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.**

None

**Reports**

a. **Monthly Expenses and Revenues – as of December 2020**

Weins review of financial data shows the library under budget currently. One area of concern was the low fund balance. This fund is utilized for any major repairs/work including items like the roof and HVAC system.

Motion by Lisica to receive and file report with a 2<sup>nd</sup> by Miiller. Motion approved.

b. **Monthly Fund Report – City**

Revenue and expenditure report received dated 01/21/2021 for the period ending 01/31/21.

c. **City Treasurer report –**

Not available.

d. **Director's Report**

Parij highlighted events and experiences during her first 2 weeks on the job as director of MPL.

#### IV. Communications

a. **The Voice newspaper article covering Margaret Thomas's retirement and Jessica Parij's hire.**

Positive article from The Voice was shared with meeting attendees. Congratulations were offered to Margaret Thomas on her retirement at the end of January and welcome to Jessica Parij into the community. Due to the COVID situation, a formal sendoff event for Thomas will be scheduled later.

#### Business

a. **Old**

1. **Discussion of 1/18/21 special meeting and Library Board's resolution to work with City Council regarding a transition to Section 10.**

With city council member Duffy present, Weins highlighted updates on the current situation. A working document was presented and shared for comment that will be used to approach city council members.

b. **New**

1. **Review bylaws**

Tabled.

2. **Discussion/Approve revised COVID-19 Preparedness and Response Plan**

Updating of the plan was presented highlighting modifications. Motion made by Lisica to approve plan, with 2<sup>nd</sup> by Duhaime. Motion approved.

3. **Discussion/Approve Temporary COVID-19 Leave Policy**

Parij presented a policy to consider regarding the difficulty of scheduling staff for vaccine administration and any possible side effects. Issues of the impact on scheduling (full time and part time), health concerns and legal ramifications were debated. Motion was made by Miiller to seek clarification especially the legal aspect, 2<sup>nd</sup> by Steffey. Motion to pursue additional information was approved.

#### Announcements, Information, Etc.

a. **Library phased reopening and timeline**

Director noted timeline and steps for resuming library services avoiding a "yo-yo" procedure. Current service time of 10:30 to 4:00 with curbside will expand to 10:00 to 6:00 on February 1<sup>st</sup>. February 15<sup>th</sup> will provide "grab & go" service with building occupancy limits as well time limits of facility.

b. **Donation report**

A donation in the amount of \$2695.00 was made in the name of Patricia Bowers. She worked as a library volunteer for many years and recently died.

c. **Children's Room News – K. Marra**

Marra presented her Children's Room News for January. Information was presented by the numbers as to public served and highlights of programs including collaborative activities with the Parks & Recreation Department.

d. **Other**

A garden bench is being considered by the Friends of MPL with name plate for Margaret Thomas for her years of service as MacDonald Library Director. Details to follow.

**Adjourn**

Motion made by Steffey to adjourn , 2<sup>nd</sup> by Duhaime. Motion carried.

Meeting was adjourned at 9:55pm

**Next meeting date: February 24, 2021 at 7:30 PM**