

Public Comment & Correspondence

Thank you notes from C. Aslakson and K. Cechura for staff raises.

Administration

Call to Order:

President Mary Jo Uhen called to order the regular meeting of the Library Board at 5:32pm in the Community Room.

Roll Call:

Present: Nancy Conley, Jamie Halcomb, Sonja Maynard, Mary Jo Uhen, Marcia Woods, Starr Gleason, and Sandy Nielsen. Kathy DeGroot was absent. Others present: Samantha Reid-Goldberg

Oath of Office

Election of Officers

Mary Jo Uhen was elected President, Sonja Maynard was elected Vice President, Sandy Nielsen was elected Secretary and Kathy DeGroot was elected Treasurer.

Action: The motion to approve the candidates was made by S. Gleason, seconded by N. Conley. Yes: 7 No: 0. The motion was adopted.

Conflict of Interest Disclosure

Approval of Agenda for July 21, 2020

Action: S. Maynard moved to approve the agenda. It was seconded by S. Gleason. Yes: 7 No: 0. The motion was adopted.

Approval of Minutes for June 16, 2020

Action: S. Maynard moved to approve the minutes, M. Woods seconded the motion. Yes: 7 No: 0. The motion was adopted.

Finance

a. Treasurer's Report: June 2020

Action: S. Maynard made a motion to approve the Treasurer's report for June, 2020. S. Gleason seconded. Yes: 7 No: 0. The motion was adopted.

1. Review of expenditures over \$1000.

b. Proposed Budget for 2020-21

Action: Budget was approved at previous meeting, no changes.

c. 2019-20 Audit- use services of Lake Michigan CPA Services, PLC

Action: J. Halcomb made a motion to approve Lake Michigan CPA Services as auditor for 2020. S. Maynard seconded. Yes: 7 No: 0. The motion was adopted.

d. Samantha as signatory designee for library

Action: J. Halcomb made a motion to approve adding Samantha to HCL bank accounts. S. Maynard seconded. Yes: 7 No: 0. The motion was adopted.

e. Endowment requests

Action: N. Conley made a motion to approve endowment requests. M. Woods seconded. Yes: 7 No: 0. The motion was adopted.

Personnel

- a. New Director- Samantha Reid-Goldberg started as the new director at the end of June.

Strategic Plan

- a. Millage Campaign: next year, need to think about asking for more operating budget.

- b. Media Presence

- I. Press releases – Board would like to see a press release about the new Director and the library reopening.

- c. Establish Capital Budget: I-serv contract. Library switched over to Frontier Communications for all Internet services, but has a contract with I-serv until April 2021. Early termination of the contract is 90% of the amount owed, library will keep I-serv as backup internet until contract expires.
- d. Evaluate Policies and Hours- Library reopened with limited services July 20, 2020. Currently not allowing meeting room rentals outside of library functions.
- f. Programming
 - i. See Director's Report

Director's Report

The library officially re-opened July 20. We are following Lakeland's re-opening plan and are currently in stage 4. Patronage was slow. The Library of Michigan as outreach for the Governor, as well as Foster and Swift, have insisted that we need to engage every patron who is not wearing a mask to determine if they are exempt because of a medical condition. I provided the staff language regarding masks and social distancing. We have installed signage, new hand sanitizer dispensers, implemented new daily cleaning procedures and moved the furniture to promote/ensure social distancing. Currently all books coming back to the library are being quarantined for 96 hours.

Currently we are running our Summer Reading Program and Preschool Storytime as remote programs. We have starter kits with books and instructions available for pick-up, and prizes to award for each stage of completed of the "quest." Our plans for in-person programming are largely dependent on the executive orders coming from the Governor's office, and waiting to see what Hesperia Community Schools does.

I have been working to get everything switched into my name and introducing myself to all the people with whom we do business. I am putting together a preliminary timeline for meeting the requirements of our various grants, state aid, and taxes so that nothing gets "missed" while I am getting up to speed. I've learned the processes for paying bills and depositing income. I am learning the ins and outs of the budget and where and what each funding source is. I have spent a significant amount of time going through the piles on my desk, and I feel like I am making good headway and am learning through osmosis. Having a certificate in information management means I am obsessive about the organization of information, so there was no way I would feel comfortable here before I had dug through every pile and every filing cabinet.

I have attended 6 virtual meetings with the Lakeland Cooperative and the statewide Library Directors. The directors are currently hosting weekly meetings with the Library of Michigan to keep us up-to-date with Covid so I am attending all of those.

I did start my Google doc for the staff, currently we are trying to flesh out re-opening and addressing snags as they pop up.

Colleen has been amazing and deserves far more accolades than just this mention in my report. Once I am on all the bank accounts, I would like to get the library a credit card so we can make online purchases, like at Amazon or for postage stamps. I am feeling a bit like a hermit (or prisoner) spending so much time in my office (it's the piles of paper!) so this month I would like to spend some time out at the desk engaging with patrons and staff. I don't feel like I have interacted with the collection or Sierra much, so I would like to familiarize myself with those. Finally, I would love to order some new books to fill up our new book shelves

Discussion

Need to examine Ancestry.com funding and make sure it is being paid out of the right fund.

Adjournment

Action: S. Maynard moved that the meeting be adjourned at 6:25pm. S. Gleason seconded the motion. Yes: 7 No: 0. The motion was adopted.

Recorded by:

S. Nielsen, Secretary