

Belleville Area District Library Board
Regular Meeting Agenda
June 9, 2020 at 7:30 PM

Please note that the Belleville Area District Library Board will hold a virtual meeting due to the COVID-19 closure. This is in compliance with the Governor's Executive Orders regarding remote public meetings.

Instructions to join the RingCentral Teleconference:

Join from PC, Mac, Linux, iOS or Android: <https://meetings.ringcentral.com/j/1492498485>

Or iPhone one-tap:

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Meeting ID: [149 249 8485](https://meetings.ringcentral.com/j/1492498485)

Agenda:

1. Roll Call: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, Priest
2. Approve Agenda (Roll call vote)
3. Approve March 10, 2020 Regular Meeting Minutes (Roll call vote)
4. Public Comments
5. Public Hearing 2020-21 BADL Budget
6. COVID Preparedness and Response Plan (Revised)
7. Reopening Policy
8. Committee Reports
 - A. Building-Cichewicz
 - B. Bylaws-Juriga
 - C. Finance-Gates
 - a. Approve 2020-21 BADL Budget (Roll call vote)
 - b. Approve 2019-20 BADL Amended Budget (Roll call vote)
 - c. Fund Balance Allocation per GASB 54 (Roll call vote)
 - D. Marketing
 - E. Personnel-Priest
 - F. Policy-Dawson
9. Approve Accounts Payable (Roll call vote)
10. Director's Report/Comments/Communications
11. Trustee Comments
12. Chair Comments
13. Adjournment (Roll call vote)

Next Regular BADL Board Meeting: July 14, 2020 at 7:30 PM

Any citizen wishing to provide input or ask questions about any agenda item may speak during the meeting's Public Comments section or forward comments to the Library Director in advance by leaving a message at 734-699-3291 or via the Contact Us link at www.belleville.lib.mi.us.

Any citizen requesting accommodation to attend this meeting may contact the library at least 24 hours prior to the meeting, using the above contact information.

Belleville Area District Library Board
Meeting Minutes
May 12, 2020

Chair Sharon Peters called the meeting to order at 7:36 pm via RingCentral teleconference.

1. Roll Call

Hughes-Grubbs conducted the roll call. The following persons were present: Joy Cichewicz, Mary Jane Dawson, Barbara Gates, Alma Hughes-Grubbs, John Juriga, and Sharon Peters. Absent: Linda Priest. Also present: Library Director Mary Jo Suchy and Assistant Director Hilary Savage.

2. Approve Agenda

Motion by Juriga, seconded by Dawson, to approve the agenda as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously.

3. Approve March 10, 2020 Regular Meeting Minutes

Motion by Juriga, seconded by Dawson, to approve the March 10, 2020, Regular Meeting Minutes. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously.

4. Public Comments

It was announced that Sumpter Township did not meet tonight.

5. COVID Preparedness and Response Plan

Per executive orders from the Governor, the library is closed to the public and only staff members responsible for conducting minimum basic business are allowed in the building. Staff members are being paid and are working from home if possible. Online programs are being conducted and patrons are being encouraged to take advantage of the library's electronic services. In response to the Executive Orders, the library has developed a COVID Preparedness and Response Plan based on a template provided by the Michigan Municipal Risk Management Authority. The plan describes employee screening procedures, the use of personal protective equipment, enhanced hygiene and cleaning procedures, social distancing, etc. Motion by Gates, seconded by Juriga, to approve the Belleville Area District Library COVID Preparedness and Response Plan as presented and to allow the director to update the plan as necessary. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously.

6. Reopening Guidelines

The library has developed guidelines that outline various stages for reopening which will be dependent on the status of the pandemic and on Michigan executive orders. Stage I opens the library to staff to prepare for Stage II, curbside pickup of books and materials by the public. The stages outline personal protection and social distancing measures that will be in effect. Motion by Dawson, seconded by Gates, to approve the library's reopening guidelines as presented and to allow the director to update the guidelines as necessary. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously.

7. Committee Reports

- A. Building** – Dean Kokkales from O’Neal Construction is back onsite and asbestos abatement is resuming at the old building.
- B. Bylaws** – No report.
- C. Finance** – The 2020-21 budget hearing will take place at the June board meeting. State aid and penal fine revenue will be reduced due to the COVID crisis, but overall the library is in good fiscal shape.
- D. Marketing** – All in person programs have been cancelled for now.
- E. Personnel** - No report.
- F. Policy** – No report. The committee might need to meet to develop a COVID Reopening Policy.

8. Approve Accounts Payable

Motion by Cichewicz, seconded by Dawson, to approve the Accounts Payable as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously.

- 9. Director’s Report** - Attached. O’Neal Construction has assisted the library in applying for a \$10,000 energy efficiency rebate from DTE for the new building. The Director of The Library Network, Jim Pletz, has announced his retirement.

10. Trustee Comments

Cichewicz – Applauds Mary Jo, Hilary, and all of the librarians.

Hughes-Grubbs – Told everyone to stay safe and patient. She has personally lost people to COVID-19.

Gates – Thanked Hilary and Mary Jo for helping her get on RingCentral.

Dawson – Thanked Mary Jo, Hilary, and everyone else working behind the scenes. She was excited to see Dean’s truck. She announced that the Chamber of Commerce holds virtual meetings on the first and third Tuesdays of the month.

Juriga – Supports the Governor and everything she is doing for us. He misses the library and the staff.

11. Chair Comments

Peters – Was glad we were able to have this meeting. She thanked the librarians for their tech help.

12. Adjournment

Motion by Juriga, seconded by Dawson, to adjourn. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, and Peters. Nays: None. Absent: Priest. The motion carried unanimously. The meeting adjourned at 8:38 pm.

Minutes submitted by: Alma Hughes-Grubbs

Belleville Area District Library Budget				
	2018-19 Audited	2019-20 Approved	2019-20 Amended	2020-21 Proposed
Revenues				
Millage	1,942,088	1,935,000	1,935,000	1,970,000
Grant Revenue	4,981	4,900	4,000	4,900
Interest Income	3,543	3,000	3,500	3,500
State Aid	32,458	33,000	33,000	0
Local Library Fines and Fees	140,014	102,000	41,800	50,500
Late Fees		0	1,000	0
Penal Fines		80,000	30,000	40,000
Lost Book Fees		1,000	800	500
Copies/Fax Fees		21,000	10,000	10,000
Contributions and Donations	359,994	2,500	45,500	2,500
General Donations		2,500	500	
New Library Capital Campaign			45,000	
Appropriation of Fund Balance				
GRAND TOTAL REVENUES	2,483,078	2,080,400	2,062,800	2,031,400
Expenditures				
Salaries	631,876	800,000	760,000	910,000
Benefits and FICA	210,921	262,000	237,000	269,700
F.I.C.A.		62,000	59,000	69,700
Employee Health Insurance - Library		150,000	130,000	150,000
Retirement (MERS Defined Contribution)		50,000	48,000	50,000
Books and Materials	145,107	315,000	315,000	225,000
Supplies	12,922	30,000	30,000	30,000
Professional Fees	20,318	39,000	39,000	36,800
Audit		7,500	7,500	7,800
Finance		8,500	13,500	13,500
Legal		3,000	3,000	3,000
Architect		10,000	10,000	2,500
Other		10,000	5,000	10,000
Bank Fees	499	300	300	600
Dues	2,629	4,000	4,000	5,000
Contracted Services	68,571	137,000	103,000	146,000
Contracted Services		40,000	20,000	40,000

Belleville Area District Library Budget		2018-19	2019-20	2019-20	2020-21
	Audited	Approved	Amended	Proposed	
Delivery		7,000	7,000	8,000	
Payroll		8,000	8,000	8,000	
Acquisitions Services		25,000	25,000	25,000	
Automation System & Cataloging		40,000	35,000	40,000	
Outside Maintenance		17,000	10,000	25,000	
Telephone & Telecommunications	13,916	22,000	24,000	31,000	
Telephone		10,000	10,000	15,000	
Telecommunications		12,000	14,000	16,000	
Insurance - Liability & Worker's Comp	12,904	26,000	26,000	30,000	
Utilities	25,157	55,000	55,000	76,000	
Repairs and Maintenance	4,676	40,000	40,000	50,000	
Printing and Publications	7,099	18,000	18,000	18,000	
Postage	8,846	10,000	10,000	10,000	
Computer Hardware/Software	55,626	120,000	120,000	80,000	
Library Capital Project	155,958				
Miscellaneous	13,679	69,500	116,000	46,000	
Travel and Meetings		7,500	5,000	8,000	
Library Programs		14,000	10,000	18,000	
Library Program Supplies		6,000	4,000	6,000	
New Equip/Office & Furniture		40,000	90,000	10,000	
Unemployment			5,000		
Other		2,000	2,000	4,000	
GRAND TOTAL EXPENDITURES	1,390,704	1,947,800	1,897,300	1,964,100	
Beginning Fund Balance	2,092,723	2,771,323	3,185,097	3,350,597	
Change to Fund Balance	1,092,374	132,600	165,500	67,300	
Year End Fund Balance	3,185,097	2,903,923	3,350,597	3,417,897	
Funds committed to the following fiscal year	1,000,000	1,000,000	1,000,000	1,000,000	
Funds assigned to the library capital project	359,050	205,000	404,050	404,050	
Remaining Funds	1,826,047	1,698,923	1,946,547	2,013,847	

**Belleville Area District Library
Budget
Debt Retirement Fund budget
June 30, 2020 and June 30, 2021**

Fiscal Year Ending June 30, 2020

Revenue:	
Estimated Tax Levy	\$ 934,000
Expenditures:	
Principal	520,000
Interest	459,450
Fees	-
Total	<u>979,450</u>
Fund Balance at June 30, 2020	<u><u>\$ 380,195</u></u>

Fiscal Year Ending June 30, 2021

Revenue:	
Estimated Tax Levy	\$ 960,000
Expenditures:	
Principal	540,000
Interest	441,250
Fees	-
Total	<u>981,250</u>
Fund Balance at June 30, 2021	<u><u>\$ 358,945</u></u>

**Belleville Area District Library
Budget
Capital Projects Fund budget
June 30, 2020 (Amended) and June 30, 2021**

Fiscal Year Ending June 30, 2020	Approved	Proposed Amended
Fund Balance July 1, 2019	\$ 6,732,619	\$ 8,189,391
Revenue		
Interest Income	\$ 40,000	\$ 80,000
Contributions and Donations		
Expenditures:		
Construction Work in Progress	\$ 6,732,619	\$ 7,111,200
Fund Balance at June 30, 2020	<u>\$ 40,000</u>	<u>\$ 1,158,191</u>
Fiscal Year Ending June 30, 2021	Proposed	
Fund Balance July 1, 2020	\$ 1,158,191	\$
Revenue		
Interest Income	\$ -	\$
Contributions and Donations		
Expenditures:		
Construction Work in Progress	\$ 1,158,191	\$
Fund Balance at June 30, 2021	<u>\$ 0</u>	<u>\$</u>

Belleville Area District Library

Date: 06/03/2020

Time: 3:27 PM

Operating Fund

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Check Date			Amount
05/11/2020	CHASE CARDMEMBER SERVICE	Program supplies	195.81
05/11/2020	DTE ENERGY	Electric	1,410.94
05/11/2020	METCOM, INC	Supplies	2,475.00
05/11/2020	THE LIBRARY NETWORK	RBDigital Magazine	10,855.09
05/22/2020	ABSOLUTELY BAFFLING MAGIC	SRP June 30	395.00
05/22/2020	ALERUS FINANCIAL	Retirement Employer Cony	5,611.20
05/22/2020	BELLEVILLE CENTRAL BUS. COMM	CBC Dues 2020	35.00
05/22/2020	BLUE CROSS BLUE SHIELD OF MICH	Dental	563.62
05/22/2020	CLEAR RATE COMMUNICATIONS	Telephone	256.09
05/22/2020	GORDON RUSS	SRP June 23	395.00
05/22/2020	GUARDIAN ALARM	Alarm Services	41.20
05/22/2020	JOEL TACEY'S TIP TOP ENTERTAIN	SRP June 22	200.00
05/22/2020	METCOM, INC	Bldg Supplies	499.35
05/22/2020	NAKENYA YARBROUGH	Reimburse MLA Dues	85.00
05/22/2020	PRINTING SYSTEMS, INC	Printed Checks	171.39
05/22/2020	SHARON DUCKWORTH, CPA	Accounting Services	950.00
05/22/2020	STANDARD INSURANCE COMPANY	Group Policy	223.69
05/22/2020	UNITED STATES POSTAL SERVICE	Bulk Mail Postage	2,500.00
05/22/2020	VANTAGEPOINT TRANSFER AGENTS	Deferred Comp Plan	760.00

Checks Total (excluding void checks): 27,623.38

Bank Total (excluding void checks): 27,623.38

Capital Project Fund

05/11/2020	DANIELS AND ZERMACK LLC	Main Library March 2020	8,957.88
05/11/2020	O'NEAL CONSTRUCTION, INC	1359-00-00027	210,145.37
05/22/2020	GLOBAL GREEN SERVICE GROUP LLC	Professional Services	8,225.00

Checks Total (excluding void checks): 227,328.25

Bank Total (excluding void checks): 227,328.25

Grand Total (excluding void checks): 254,951.63

DIRECTOR'S REPORT JUNE 2020

COVID-19 STATUS: Good news! Per the latest State of Michigan Executive Order:

"Unless otherwise prohibited by local regulation, libraries and museums may open as of June 8, 2020, subject to the rules governing retail stores described in Executive Order 2020-97 or any order that may follow from it."

There are still many precautions we need to take in order to reopen the public, so we will proceed with caution. I have spoken with staff, and we will begin as originally planned with curbside service beginning Wednesday, June 10. Initial hours for curbside service and telephone reference will be Monday-Saturday from 11 am – 6 pm. Once I can get staff back into the building and trained in all of the new COVID-19 and OSHA/MIOSHA procedures, we can look toward reopening more fully. I want greater staff input into our other reopening stages, which will be much easier to do once we are back in the building. Once we get curbside up and running smoothly at the main library, we will begin to offer it at the branch as well.

The majority of Michigan Libraries are following the same phased reopening strategy. I am also expecting another executive order from the state which will outline more guidelines for libraries to follow. When we do reopen, we will need to ensure that staff and the public wear face masks and maintain 6 feet of distance from each other. State orders call for a maximum building occupancy of 25% as well as Plexiglas shields between staff and the public.

We ordered Plexiglas shields in April, but due to materials shortages, our vendor will not be able to provide these to us until the week of June 15. We have all of our other supplies in place: Face masks, gloves, hand sanitizer, disinfectants, etc.

MMRMA issued a revision to their sample COVID Preparedness and Response Plan in order to comply with EO 2020-97: "Safeguards to Protect Michigan's Workers from COVID-19." As a result, I have made many changes to our COVID Plan. I also contacted Anne Seuryneck, the attorney we consult with who specializes in library law, in order to make sure all of our documents are in order. She is overwhelmed right now fielding many calls from Michigan libraries. If I do not hear from her in time for the board meeting, we can always amend our documents later if there is anything we need to change.

TLN SERVICES: There are a lot of moving parts to coordinate within the Shared Automation System that make our hold and checkout services seamless for patrons. Michelle and Hilary have been working together and with TLN to get things rolling again here. TLN Delivery will begin immediately on June 8, in order to clear the backlog of returns and holds that has been sitting in their warehouse and at individual libraries for the past three months. To allow this to happen, patrons will not be able to place holds

on other library's items for at least 7 days. Our catalog hold function for BADL items will be made available on Wednesday, June 10 in time for curbside pickup. Automated notifications for holds, items coming due, overdues, and lost materials will remain off for the time being. The SAS Users Group is meeting on Thursday, June 11, to decide when to activate notifications again. In the meantime, our staff will call patrons when their holds are available to schedule a pickup time with them.

BUDGET: I have zeroed out State Aid revenue in next year's budget, and have reduced the amount of penal fine revenue. Our anticipated millage is actually up, even though we will have another Headlee rollback on the next tax levy. I am being conservative in my millage revenue estimates, because we could see an increase in the coming years of people contesting their property values.

My proposed expenditures for next year are based on being fully open. If we continue to have significant closures, certain costs will go down. I still would like a "normal" year under our belt, in order to make sure my assumptions regarding facilities costs are correct. We have a very healthy fund balance, and I am confident that even with the bumpy road ahead, we can weather the storm.

PROGRAMMING: Summer Reading Program registration has begun! Kids can sign up for this program on our website and log the books they have read through Wandoo Reader online. Prizes will be given out through our curbside service, and all of our summer reading program performers will be performing for us through Facebook and YouTube. Nakenya's Kids' Comic Book Club had a very successful meeting through RingCentral (Zoom) last week, and Jonathan will be teaching chess for ages 5-15 this summer through RingCentral. Plans are also underway for the Adult Summer Reading Program.

Mary Jo Suchy