

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