

**Belleville Area District Library  
Meeting Minutes  
June 9, 2020**

Chair Sharon Peters called the meeting to order at 7:31 pm via Ring Central teleconference.

**1. Roll Call**

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

Barbara Gates submitted her resignation from the library board effective tonight. She must relocate from Van Buren Township in order to care for her son. All of this has happened since the last board meeting, and she will no longer be able to be on the board. The board extended their best wishes for her and her son.

**2. Approve Agenda**

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

**3. Approve May 12, 2020 minutes.**

Motion by Dawson to approve the May 12, 2020 Minutes as presented. Seconded by Juriga. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.

**4. Public Comments:** None.

**5. Public Hearing 2020-21 BADL Budget:**

The Public Hearing opened at 7:47 pm. Mary Jo Suchy summarized the 2020-21 Budget. The operating budget will be funded by the two operating millages totaling 1.4284 mills (rolled back by the Headlee Amendment). The anticipated debt service millage levy will be 0.62 mills. The Public Hearing closed at 7:52 pm

**6. COVID Preparedness and Response Plan**

Suchy presented an updated COVID Preparedness and Response Plan provided to the library by attorney Anne Seuryneck. Motion by Cichewicz to approve the COVID Preparedness and Response Plan. Seconded by Gates. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.

## **7. Reopening Policy**

Suchy presented a Library Reopening Policy provided to the library by attorney Anne Seuryneck. The policy incorporates and revises the reopening stages approved last month. Motion by Cichewicz to approve the Library Reopening Policy as corrected. Seconded by Dawson. A roll Call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.

## **8. Committee Reports**

- A. Building: Work is being done to get the utilities cut off in the old building. A different solution and company will need to be used for asbestos (vermiculite) removal and demolition. Items on the new building punch list are being addressed. The skylights and the dumpster enclosure door were replaced. The decorative columns under the canopy and the blue library sign have been installed. The vegetative roof is due to be installed after work has been completed with the structural engineer on the safety harness system. Additional padding will be needed on the roof for the beehives.
- B. Bylaws: No report.
- C. Finance:
  - a. Motion by Dawson to approve the 2020-21 BADL Budget as presented. Seconded by Juriga. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.
  - b. Motion by Dawson to approve the 2019-20 BADL Amended Budget as presented. Seconded by Juriga. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.
  - c. Motion by Dawson to commit \$1,000,000 of the 2019 collected library millage that is in fund balance for use in the 2020-21 fiscal year's general operations (per GASB #54, Fund Balance Reporting and Government Fund Type Definitions). Seconded by Priest. A roll call vote was taken. Ayes: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. The motion carried unanimously.
- D. Marketing: The donor recognition party and the grand opening are delayed due to the COVID pandemic.
- E. Personnel: No report.
- F. Policy: Dawson reported that the City is considering a special district where people could purchase alcoholic beverages and consume them outside within the district. The library would be adjacent to this district. A library policy and signage may need to be considered to not allow alcohol on library grounds or in the building.

### **9. Approve Accounts Payable**

Motion by Dawson to approve the accounts payable as presented. Seconded by Juriga. A roll call vote was taken. Yays: Cichewicz, Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. Motion carried unanimously.

### **10. Director's Report**

Attached. The staff is working on the best ways to count statistics for online programming. Long time desk clerk Beth Booher has decided to retire.

### **11. Trustee Comments**

Peters – Will consult with attorney John Day to see how to fill the vacancy on the board.

Priest – Is happy to see everyone and can't wait until the library is open again.

Cichewicz – Gives Mary Jo and her crew a big hand for opening with curbside service so quickly. She is glad that the library has been paying staff during the closure. She reminded everyone that there will be a rally in support of ending police violence this Friday at 4 pm in the Meijer's parking lot.

Juriga – Thanked Barbara Gates for her service and wished her good luck.

Hughes-Grubbs – Misses seeing everyone and looks forward to getting back into the new building. She thanked Mary Jo for tirelessly moving us forward, and she wished Barbara the best.

Gates – Commented on how fast her move happened. She thanked the community for supporting her.

### **12. Chair Comments**

Peters thanked Barbara for being part of the board. She is glad the building was finished before the shutdown. She advised patience during these troubling times and observed that the library will be reopening to a new society.

### **13. Adjournment**

Motion by Juriga to adjourn. Seconded by Priest. A roll call vote was taken. Ayes: Dawson, Gates, Hughes-Grubbs, Juriga, Peters, and Priest. Nays: None. Absent: Cichewicz (internet connection dropped). The meeting adjourned at 8:58 pm.