

**Belleville Area District Library
Meeting Minutes
August 11, 2020**

Chair Sharon Peters called the meeting to order at 7:35 pm via Ring Central teleconference.

1. Roll Call

The following persons were present: Joy Cichewicz, Mary Jane Dawson, Alma Hughes-Grubbs, Sharon Peters, Linda Priest, and Tanya Stoudemire. Absent and Excused: John Juriga. Also present: Library Director Mary Jo Suchy and Assistant Director Hilary Savage.

2. Approve Agenda

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

3. Approve July 14, 2020 minutes. Motion by Dawson, seconded by Stoudemire to approve the July 14, 2020 minutes as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

4. Public Comments: None.

5. Committee Reports

A. **Building:** O'Neal Construction gave the committee an update to the contingency fund numbers. The storm water retention system is being repositioned in order to work around the DTE pole relocation project. The poles will most likely be relocated to the traffic islands in the parking lot instead of to the opposite side of the alley as originally envisioned. As a COVID mitigation strategy, the library's ventilation system has been set to run in 24/7 mode.

B. **Bylaws:** No report.

C. **Finance:** No report.

D. **Marketing:** No report.

E. **Personnel:** No report.

F. **Policy:** No report.

6. Approve Accounts Payable: Motion by Stoudemire, seconded by Dawson, to approve the accounts payable as presented. A roll call vote was taken: Ayes: Cichewicz, Dawson, Hughes-Grubbs, Peters, Priest, and Stoudemire. Nays: None. Motion carried unanimously.

7. Director's Report: See attached. Curbside service continues and Grab and Go service began at the end of July. With Grab and Go, patrons may browse the collections on the first floor and children's room. In order to maintain the required 25% occupancy limit, the library is asking patrons to limit their visits to a half hour. A comprehensive plan to open the 2nd floor, the branch, and provide computer access is underway.

8. Trustee Comments:

Cichewicz – Gave a shout out to the staff for working together to create an opening plan that they are comfortable with and that works with the Executive Orders.

Dawson – Reported that the Atchinson family, a major donor to the library's Legacy campaign, is looking forward to seeing the inside of the library.

Stoudemire – Mary Jo gave her a copy of the budget. She noted that the library is fiscally sound and that she will get with Mary Jo to discuss further.

Priest – Was in the library to pick up a hold and was happy to be back in the building.

Hughes Grubbs – Wished the Jurigas a happy anniversary and hoped that everyone stays safe.

9. Chair Comments:

Peters – Missed not having John here to move to adjourn the meeting.

10. Adjournment:

Motion by Priest, seconded by Stoudemire, to adjourn. A roll call vote was taken:

Ayes: Cichewicz, Dawson, Hughes-Grubbs, Peters, Priest, and Stoudemire. Nays:

None. Motion carried unanimously. The meeting adjourned at 8:06 pm.