

**Belleville Area District Library
Meeting Minutes
December 8, 2020**

Chair Sharon Peters called the meeting to order at 7:38 pm via Zoom teleconference.

1. Roll Call

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

2. Approve Agenda

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

- 3. Approve November 10, 2020 minutes:** Motion by Juriga, seconded by Priest, to approve the November 10, 2020 minutes as corrected (fixed typo in Item # 5 to read "Defined"; fixed typo in Item #6A to read "humidification"; added Priest's comments in Item #9: "Priest – Congratulated the board members on their re-election". A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 4. Public Comments:** None.

- 5. Resolution Establishing Authorized Signatories for MERS Contracts:** Motion by Juriga, seconded by Priest, to approve the resolution authorizing the director and board chair to be authorized signatories for MERS contracts. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 6. Remote Work Policy During Pandemic:** In compliance with MIOSHA COVID workplace rules, the library must have a remote work policy. It is mandated by the state health department and MIOSHA that any work that can be performed from home should be performed from home. Motion by Stoudemire, seconded by Dawson, to approve the Remote Work Policy During Pandemic as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

- 7. Approve 2021 Regular Meeting Dates:** See attached. Motion by Juriga, seconded by Stoudemire, to approve the 2021 regular board meeting dates as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

8. Approve 2021 BADL Closure Dates: See attached. Motion by Stoudemire, seconded by Priest, to approve the 2021 library closure dates as presented. A roll call vote was taken. Ayes: Cichewicz, Dawson, Hughes-Grubbs, Juriga, Peters, Priest, and Stoudemire. Nays: None. The motion carried unanimously.

9. Committee Reports

- A. **Building:** Brown Dog Mfg. took measurements for more staff mail cubbies. The city's engineering firm, Hennessey Engineering, performed 90% of the testing for the parking lot. The library had given the city a deposit for this service. O'Neal Construction is requesting the written engineering report from the city. Most of the retainers have been paid out to the sub-contractors. Outstanding issues remain with the steel contractor as well as with the Trespa panels. The trench drain at the entry has not been installed at this time. Juriga gave site plans to the police department and suggests that they also be given to the fire department. The committee approved up to \$125,000 for changes to the HVAC system including, humidification, bi-polar ionization, and filtering. The utilities are in the process of removing their lines from the old poles which will then be removed. O'Neal Construction will be off-site soon.
- B. **Bylaws:** No report.
- C. **Finance:** No report.
- D. **Marketing:** An art committee meeting has been scheduled for January 21 at 3 pm.
- E. **Personnel:** The director's evaluation will take place in January.
- F. **Policy:** No report.

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

11. Director's Report: See attached. Long time circulation department head Michelle Wloch will be retiring in January but has agreed to assist with hiring and training her replacement. Suchy showed a video clip produced by staff member Jackie Douglas that advertises how to get a library card.

12. Trustee Comments:

Priest – Stated that Kelly from the staff was very helpful in showing her how to host a Zoom meeting.

Stoudemire – Is disappointed that the library cannot be fully open due to COVID. She looks forward to being able to spend time in the library in the future.

Dawson – Wished everyone happy holidays and hopes that 2021 will see an end to all of this craziness. She encouraged everyone to support the local restaurants.

Hughes-Grubbs – Echoed Mary Jane Dawson’s comments and encouraged everyone to stay safe.

Juriga – He let people he met at the gym know that the library was open.

Cichewicz – Wished everyone a happy and safe holiday.

13. Chair Comments:

Peters – She reflected upon the past year, opening in the new building and then having to contend with COVID. She is grateful to the staff, the director, and everyone in the library community. She announced that Lisa Martin will swear in the board members at their January meeting.

14. Adjournment:

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

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

Nays: None. The motion carried unanimously. The meeting adjourned at 8:39 pm.