

58 Huron Street, Houghton, MI 49931
Board of Trustees Meeting
Minutes – Corrected
Wednesday, June 24, 2020

I. Call to order and Roll Call

- a. Meeting on site and on Zoom called to order at 7pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp (Zoom), Joan Suits, Tom Suchenek
- c. Members absent: none
- d. Staff present: Dillon Geshel, Jennifer Miller (Zoom)
- e. Public present: none

II. Additions to the Agenda

- a. All public attendees will be given time to speak during public input but will be muted until then.

III. Approval of the Board Meeting Minutes for May 2020 as corrected. Joan moved. Bob seconded. Motion approved.

IV. Reports

- a. Director
 - i. Dillon will have statistics at the next meeting.
 - ii. We are in the middle of our second week of curbside services at PLDL, which is phase 2 of our 4-step reopening plan. Phase 3 kicks off on Monday, which includes letting public patrons back into the building.
 - iii. The last couple of weeks have been focused on preparing the library for reopening and launching our Read for Relief program.
 - iv. Read for Relief is our 2020 summer reading program, and it kicks off this Saturday June 27 with a virtual event. Staff has been creating craft packets for SRP participants to take home over the summer, as we won't have in-person events at PLDL in the near future.
 - v. Other staff projects at this time include Biblio Bistro, which Michael Stanitis is working on alongside Portage Health Foundation staff; they filmed their first episode of the series this afternoon.
 - vi. A press release with information on how to sign up for our homebound book delivery program should go out next week.
 - vii. In Hancock, Boni is working with our Friends group and the school district to plan an outdoor book sale to take place in the school parking lot in August. She is also planning a July event that we scheduled with the Michigan Science Center. Boni and the school district are working on a plan to ensure we maintain social distancing and other guidelines tied to the pandemic.
- b. Treasurer
 - i. Jennifer reported on the March, April, and May Financial Statements.

- ii. Most of our revenue for the year has come in, the remaining State Aid is expected in August, penal fines in July.
- iii. We are under budget due to Covid in almost all lines. We are significantly under budget in the personnel area - this will be adjusted for next year.
- iv. Materials and processing: no ordering was done in March and April. Invoice processing was also delayed.
- v. Jennifer is looking into why the building budget is under by over \$8000, it doesn't seem like this should be the case.

V. Old Business

- a. Director Evaluation and Contract Renewal
 - i. Jenn presented the proposed contract worked on by the Personnel Committee. She went over the details. Bob moved, Sylvia second. Approved.
- b. 2019-2020 Budget Amendment
 - i. Dillon explained two amendments to the Training & Travel, and Building budgets based on a recommendation from the accountant. Discussion. Joan moved. Bob seconded. Approved.

VI. New Business

- a. 2020-2021 Budget Proposal
 - i. Dillon went over changes from last year's budget. Contractual fees include Hancock. The Dedicated Contributions revenue line is being used for the Read for Relief Summer Fundraising. Personnel includes increased benefits.
 - ii. Jennifer explained benefits for retirement of staff. Discussion.
 - iii. In Materials & Processing, print materials budget is going down and the digital materials budget is increasing. Info tech includes a new firewall and a new server.
 - iv. Building budget is decreased.
 - v. Tom moved. Gloria seconded. Approved.
 - vi.
- b. Phase 3 Reopening Plan & Policy
 - i. Dillon explained the Phase 3 Plan for reopening on June 29, including hours of service, which could be adjusted. Patrons will be limited to 30 minutes. Limit of 50% of capacity or 50 people at a time including staff.
 - ii. New Pandemic Patron Code of Conduct includes wearing a mask. Houghton police will enforce the Library policy. Masks will be available. The Michigan Room and the Community Room remain closed. Returned books will be quarantined for 24 hours. There will be signage at the door. The purpose of reopening is to provide "grab & go"

service. There will be a reservation system for public computers. The plan is fluid. Discussion.

c. Sylvia moved to adopt the policy. Lora seconded. Approved.

VII. Public comment

a. Opportunity for the public to address the Board.

i. No public present.

VIII. Next Meeting: Wednesday, August 26, 2020 at 7:00 pm.

IX. Adjournment at 7:45 pm.