

58 Huron Street, Houghton, MI 49931  
Board of Trustees Virtual Meeting  
Minutes – Corrected  
Wednesday, August 26, 2020

I. Call to order and Roll Call

- a. Meeting on Zoom called to order at 7:02 pm
- b. Members present: Jennifer Donovan, Bob Kinnunen, Sylvia Matthews, Gloria Melton, Lora Repp , Joan Suits, Tom Suchenek
- c. Members absent: none
- d. Staff present: Dillon Geshel
- e. Public present: none

II. Additions to the Agenda

- a. All public attendees will be given time to speak during Public Comment but will be muted until then.
- b. Jenn announced that Tech has a new Director of the Library, Erin Matis. Jenn hopes that there can be some cooperation between both libraries.

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

IV. Reports

- a. Director
  - i. Dillon presented the statistics for July.
  - ii. Our summer reading program, Read for Relief, will wrap up next Saturday. So far our community has logged nearly 6,600 hours of reading during the ten-week program. PLDL has raised over \$4,800 over the course of the program. Portage Health Foundation will commit to \$15,000. Three hundred fifty people registered for the program. The program ends next week. Discussion.
  - iii. In July, we launched a home delivery program to ensure patrons who are unable to visit the library retain access to our materials. So far, we have three residents enrolled.
  - iv. Also in July, we launched the Biblio Bistro program in collaboration with the Portage Health Foundation. Every two weeks, we are publishing a short video tutorial on preparing a healthy meal using locally purchased produce.
  - v. This month we made a new resource available to our community in light of our public meeting space being unavailable. Patrons can now

check out a virtual meeting room, which library staff make available through Zoom.

- vi. The Library of Michigan has awarded PLDL and HSPL CARES Act funding in the amount of \$3,800 for PPE and Internet connectivity projects. These funds will be used to purchase additional PPE equipment and Chrome books that will be made available for checkout.
- vii. Retirement planning options were made available to staff in July through the Municipal Employee's Retirement System and are effective as of August 1. So far eight staff have enrolled in the programs. Eligible staff can join the program at any time.
- viii. Penal Fines and State Aid revenue for the 2019-2020 year were received in July. State Aid revenues were comparable to last year. In our amended 2019-2020 budget, we estimated as much as a 50% reduction in penal fine revenue. We actually received 90% of the total we originally anticipated.
- ix. Last fall, we launched the LEAP pilot program in partnership with Houghton-Portage Township Schools, which distributed library cards to all 4<sup>th</sup> grade students. We have returned to this project and expect to issue library cards to every student by the time the school year begins or shortly thereafter.
- x. Dillon is working with Dial Help to schedule a group therapy session for our staff, hosted by professional licensed therapists, to help deal with the anxieties related to our return to work during the pandemic. We will also be making individual therapy sessions available to staff.
- xi. The Hancock School Public Library has been awarded grant funding from the Hancock Schools Foundation, for equipment in the library's new media lab. This is the third and final phase of the grant requests from the Foundation for this project.

b. Treasurer

- i. No report.

V. Old Business

- a. None

VI. New Business

- a. Library Use Statistics
  - i. July was the first full month that we were open.
  - ii. Visits were down 61%.
  - iii. Circulation of physical material was down 46%.
  - iv. Circulation of digital material was up 59%.
- b. Hazard Pay for Frontline Staff

- i. Under 15 hours \$250 (x 5 employees)
  - ii. 15 – 30 hours \$300 (x 7 employees)
  - iii. 31-40 hours \$350 (1 employee)
  - iv. The total expenditure is \$3,700.
  - v. There are unallocated funds in the personnel budget that will be used for this.
  - vi. Bob moved. Sylvia seconded. Motion approved.
- c. Parental Leave Request
- i. Dillon requested parental leave for six weeks beginning Sept 9 and ending October 22, concurrent with vacation and personal time.
  - ii. Laura moved. Gloria seconded. Motion approved

VII. Public comment

- a. Opportunity for the public to address the Board.
  - i. No public present.

VIII. Next Meeting: Wednesday, September 23, 2020 at 7:00 pm.

IX. Adjournment at 7:37 pm.