

**Plymouth District Library Board
Dunning-Hough Library
Tuesday June 16, 2020, 7:30 p.m.
Online Meeting Using Zoom**

1. Call to order and attendance – President Anderson called the meeting to order at 7: 32 p.m.

PRESENT: Trustees Anderson, George, Khogali, Maguire, *Morrison, Pappas

*Trustee Morrison arrived at 7:42 p.m.

ABSENT: Trustee Harper

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator, Holly Hibner, Adult Services Coordinator, Melanie Bell, Head of IT

PUBLIC: Ms. Judith Patrick– Plymouth, MI

PRESENT: Others may have been present but were not identified

2. Approve agenda –

Resolved by Trustee George; seconded by Trustee Khogali to approve the agenda

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Pappas 5

NAYS: 0

RESOLUTION PASSED

3. Approve minutes of May’s regular meeting -

Resolved by Trustee George; seconded by Trustee Pappas to approve the Minutes of May’s regular meeting

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Pappas 5

NAYS: 0

RESOLUTION PASSED

4. Public Comment –

- Ms. Judith Patrick had questions about the HVAC project, the Library’s reopening plans, and staff pay. These issues were addressed during the course of the meeting

5. Financial Report–

- The Library received the first of two checks from CFSEM
- Due to COVID-19 pandemic ,expenses are down but costs for supplies, janitorial, facility maintenance, and legal fees have increased
- The financial impact of the COVID-19 pandemic will be discussed in the July and August board meetings

Resolved by Trustee Maguire; seconded by Trustee Pappas to accept the financial report

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

Resolved by Trustee Maguire, seconded by Trustee Khogali to approve for payment check numbers 29189 through 29242 and May’s payroll and retirement transfers and monthly interest notices

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

6. Librarians' Reports –

- The Library's downloadable collection increased by 75% from May 2019 to May 2020
- Virtual programs have been a success with the Library's patrons
- The virtual author function drew attendance participation of over 16,000 people

6.1 Trustee Reports - None

7. Committee Reports –

7.1 Building Committee - No June Meeting

7.2 Personnel Committee - June Meetings: 2, 9 and 15

- The Personnel Committee will make comments in Agenda Items 9.1, 9.2, & 9.3

7.3. Goals Committee - No June Meeting

7.4. VEBA Committee - No June Meeting

8. Old Business –

8.1 Library Staffing During Curb Side and Wages During Building Closure

- The Board asked for clarification on the process of curbside service. Director Souchock said current holds will be processed beginning June 24th. New hold requests will begin the week of June 29th. Patrons will make their requests by going online or calling the Library. Tents will be set up in the parking lot to allow for contactless service between staff and patrons due to COVID-19. Appointment times will be set up for the patrons to pick up their holds via their email or by phone
- Board discussion on staff working from home during the library building closure. The Board has approved all staff to be paid through July 5th and discussed payment of staff wages for the coming month.

Resolved by Trustee Pappas, seconded by Trustee Maguire to approve Staff regular wages, excluding Clerks and Pages, while the Library building is closed through August 3rd

Roll Call:

AYES: Anderson, Khogali, Maguire, Morrison, Pappas 5

NAYS: Trustee George 1

RESOLUTION PASSED

Resolved by Trustee Maguire, seconded by Trustee Pappas to pay Clerks and Pages, beginning July 6th, for hours worked

Roll Call:

AYES: Anderson, Khogali, Maguire, Morrison, Pappas 5

ABSTAINED: Trustee George 1

NAYS: 0

RESOLUTION PASSED

8.2 HVAC Duct Repairs and Maintenance Update and Budget Adjustment

- The majority of the costs for this project are coming from the Fund Balance account with the accompanying budget adjustment
- The Library's insurance company has approved a payment of \$25,000 and the Director is seeking additional assistance from the Dunning Foundation to assist in the funding of this project
- Due to this project, building occupancy regulations limits the number of staff allowed in the building. Once this project is completed, staff restrictions will be lifted and the public will be allowed back into the building.

Resolved by Trustee Khogali, seconded by Trustee Pappas to approve the proposed 2020 budget adjustment of \$453,000 for the HVAC Duct Work Project expenses

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

9. New Business

9.1 FMLA Expansion and Emergency Paid Sick-Leave Policy

- These policies were created to comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave

Resolved by Trustee Maguire, seconded by Trustee Pappas to approve the FMLA Expansion Policy and Emergency Paid Sick-Leave Policy (COVID-19)

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

9.2 General Pandemic Leave Policy

- Due to COVID-19 pandemic, the Library created this General Pandemic Leave Policy to address current, as well as future pandemic issues
- This leave may be requested by staff with situations related to a pandemic that do not fall under the guidelines of the other leaves currently offered by the Library

Resolved by Trustee Khogali, seconded by Trustee George to approve the General Pandemic Leave Policy

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

9.3 2020 Employee Health Insurance Renewal

- Staff have agreed to remain with the current Employee Health Insurance Plan, with the increase in premiums of 6.68%

Resolved by Trustee Maguire, seconded by Trustee George to approve the renewal of the current Employee Health Insurance BCN Healthy Blue Living Plan, for the plan year 07/01/2020 to 06/30/2021

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

9.4 Building Reopening and Occupancy Update

- Curb side service is beginning on June 24th with patrons being able to request and pick up new materials beginning June 29th
- 25,000 materials currently outstanding will begin to be checked in at the end of July. Once returned, the materials will be quarantined for 72 hours before being checked in and placed back on the shelves for others to check out
- Grab and Go service will commence in July along with the continuation of curb side service. Patrons will be restricted at this time to the Main Level of the Library

- Computers will be moved to the Main Level for easy access by patrons once Grab and Go service begins
- The HVAC project is due to wrap up July 26th and the public is expected to be allowed back in the Library July 31st
- Staff will be monitoring the number of people in the building at any one time per the restrictions imposed on the Library due to the COVID-19 pandemic at the time of the reopening

9.5 Library Reopening Policy

- The Library, in anticipation of restrictions being lifted, has created a reopening policy. This Policy sets forth the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens

Resolved by Trustee Maguire, seconded by Trustee Khogali, to approve the Library Reopening Policy

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

9.6 Online Programming Update from Holly Hibner, Adult Services Coordinator

- The Board was given an overall synopsis of the Adult summer reading programs that have been put in place along with attendance figures for those programs already completed
- The virtual program format has been favorably accepted by patrons and attendance figures have been high

- Since the virtual/online programs have been well received by the Library's patrons, it opens the possibility of offering many more such programs even when restrictions have abated and patrons are allowed back in the Library

10. Adjourn

Resolved by Trustee Maguire; seconded by Trustee George to adjourn the meeting at 9:53 p.m.

Roll Call:

AYES: Anderson, George, Khogali, Maguire, Morrison, Pappas 6

NAYS: 0

RESOLUTION PASSED

Jacqueline George, Secretary