

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, April 15, 2020 6:00 p.m.
Minutes**

President Nancy Stoner called the meeting to order at 6:00 p.m.

Present: Trustees Sandra Asmus, Al Smouse, Alison Yeo, Kay McAdam, Mary A. Hoebeke, Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Vice President Patricia O'Connor.

Agenda: Sandra Asmus moved to approve the agenda, supported by Al Smouse. Motion carried.

Minutes: Mary A. Hoebeke moved to approve the Regular Board of Trustees February 19th minutes. Kay McAdam seconded. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report. Total revenue \$249,909.79. Expenses included Administration Expenses \$1,831.54, Books/Periodicals/Videos/Audio \$8,119.00, Contracts/Professional Fees \$7,865.83, Equipment \$1,013.40, Miscellaneous Expense \$10,862.49, Payroll Expenses \$74,216.13, Programs and Promotions \$619.18, Repairs and Maintenance \$2,733.74, Telephone/Utilities \$6,286.51. Total Expenses \$159,278.37. Net Income \$84,025.42. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report

April 16th, 2020

Financial Notes:

- The first check for the Local History renovations was issued to Dale Layman Construction for \$41,094.
- The Michigan Library Association has advised that we should anticipate a significant drop in penal fine revenue this year due to the closure of businesses and suspended weight restrictions for vehicles carrying essential supplies. I am certain we will also see a significant drop in the revenue share of Four Winds as well.
- We received our last significant millage income check, bringing the total for the year to \$1,070,032.95; \$50,032.95 over the budgeted amount for 2020. This will help alleviate some of the other income loss.
- The past month has otherwise been business as usual in terms of bills due and paid. Brandi and I meet at Main once a week to pay bills.

Personnel Notes:

- Sharon Myrick is retiring April 30th. Nancy McHugh will begin full-time on May 4th. There will be a retirement party for Myrick once social distancing recommends are relaxed.
- Tom Harris has been checking on all the facilities weekly, inspecting restrooms and utilities, and completing small repairs when necessary. Branch Managers have been checking on their branches as well, retrieving mail and checking phone messages.
- When the library is able to reopen again, I will begin the search for a custodian and shelver at Main.

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-Pam Boepple, McKinzie Kistler, and Stephanie Knepple have worked remotely as they begin to plan for summer reading.

Other updates:

-Since closing, we have had 10 new patrons sign up for library cards and 11 patrons renew their expired accounts. McKinzie and I are trying to share engaging, useful, and dynamic content on our Facebook page, in addition to continuing to promote our online resources. There are some databases which, despite being promoted, even now are not being utilized (Gale Courses and Rocket Languages).

-When the Board is able to meet in person again, there will be new policies for meeting room use and patron behavior to consider, which were drafted by our attorney. Many libraries are also adopting or plan to adopt a Pandemic Procedures Policy. This would set some guidelines for expectations of staff, cleaning procedures, and delineate authority to the Director in the event something like this happens again.

-I am virtually meeting weekly with other Directors in the Cooperative to discuss all things related to this closure. The number of emails I have received since we closed in March is very significant. Overall I am pleased with the directives we have received at the state level and I will continue to closely monitor developments related to reopening. I will also continue to touch base with staff and will begin coordinating virtual meetings internally so we can best prepare for the months ahead.

-Dale is still continuing to work at Local History and has had limited contractors in the building. Plaster work begins this week. The new electrical and plumbing are finished. The main floor bathroom has been framed.

Reopening Suggestions:

For the month of May, if allowed to reopen:

-No programs, no use of meeting rooms, extended through June.

-Curbside pick of materials only, no public allowed in any building. I propose limited pickup hours as we will need time to sanitize and quarantine materials (5 days), check materials in, pull holds, and begin to process the major backload of new materials. Possible schedule, for all branches:

M-W-F: 10am-2pm pick up

Tu-Th: 1pm-5pm pick up

As a staff, we will need some time to get an exact process in place. Ideally, patrons can call us to place holds on materials (or do it themselves online) and give us an approximate time and date they wish to pick their materials up. Patrons can call us from the curb and/or possibly come in to the library to retrieve their items and leave immediately after (no computers, no browsing), not at all dissimilar to a restaurant. I do not think it's feasible for us to be "open" for pickups 9-5, or later into the evenings. We also have over 4,000 items currently checked out which will likely come back to us at the same time. After May, I think we will have to see what the latest recommendations are for gatherings and social distancing. In terms of

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supplies and protective gear for staff, we have adequate hand sanitizer. We have several spray bottles of Lysol with bleach. We have very limited wipes and some gloves. We do not have masks, though some staff have their own. If we are going to allow the public into the branches, we may want to consider plexiglass shields for the circulation desks.

Summer Reading:

-We've received \$1,305 in donations from local businesses along with numerous coupons.

-Most libraries are not conducting any programs for the month of June. Some are considering no programs for the entire summer.

-We will utilize the free tracking software again and could also offer paper log sheets through the schools and summer lunch programs.

Unfinished Business: No unfinished business to report.

New Business

- Discussion of reopening procedures.

Barbara will ask Tom Harris if he be inclined to install sneeze guards at all of the Cass District Library locations' circulation desks.

A roll call vote was taken to offer curbside pick-up for the month of May.

Sandra Asmus	Yes	Alison Yeo	Yes
Kay McAdam	Yes	Al Smouse	Yes
Mary A. Hoebeke	Yes	Patricia O'Connor	Absent
Nancy Stoner	Yes	Hank Yeomans	Yes

Motion carried.

- Discussion of 2020 Summer Reading Program.

Youth Services Team will work on collaborating with local schools to distribute summer reading materials at food disbursement locations.

Youth Services Team will create craft kits for families to pick-up and or deliver to families' front door.

Summer Reading Program will be offered online through Wandoo Reader.

Adjournment 6:30 p.m.

Nancy Stoner, moved.

Kay McAdam, supported

Motion carried.

Respectfully submitted,
Stephanie Knepple