

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, May 20, 2020 6:00 p.m.
Minutes**

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

Present: Trustees Alison Yeo, Kay McAdam, Mary A. Hoebeke, Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple. Guests Patrick Sage, Brandi Roberts.

Absent: Trustees Sandra Asmus, Al Smouse, Hank Yeomans (Treasurer).

Agenda: Patricia O'Connor moved to approve the agenda, supported by Mary A. Hoebeke. Motion carried.

Minutes: Allison Yeo moved to approve the Regular Board of Trustees April 15th minutes. Patricia O'Connor seconded. Motion carried.

Presentation 2019 Audit, Patrick Sage, Kruggel Lawton & Company:

Kay McAdam moved to accept the 2019 Audit, supported by Patricia O'Connor. Motion carried. A roll call vote was also taken to approve the 2019 Audit.

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

Motion carried.

Treasure's Report: Barbara Gordon submitted the report. Total revenue \$1,154,341.67. Expenses included Administration Expenses \$5,227.73, Books/Periodicals/Videos/Audio \$34,686.32, Contracts/Professional Fees \$22,834.94, Equipment \$138,651.04, Miscellaneous Expense \$14,534.30, Payroll Expenses \$258,868.94, Programs and Promotions \$5,113.30, Repairs and Maintenance \$6,689.11, Telephone/Utilities \$22,141.60. Total Expenses \$508,763.28. Net Income \$645,578.39. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report

May 2020

-The Library of Michigan has advised that libraries should prepare for at least a 33% reduction in State Aid and penal fines for 2020. That amounts to a potential loss of \$46,200, if not more for the year. We are continuing to lose income from fees for copies, faxes, fingerprinting, book sales, and notarizations as we are not able to provide these services.

-Michigan libraries are operating on the assumption that some services will be allowed to resume on May 29th as the Stay Home, Stay Safe Executive Order 2020-77 expires. Staff is tentatively planning to work Friday, May 29th to prepare for curbside services beginning Monday June 1st. All staff has agreed to return to work, agreed to comply with daily health screenings, and agreed to wear a mask. We have

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purchased all necessary PPE at this point to allow for curbside services and limited lobby service, when the time arises. The Southwest Michigan Library Cooperative will allow member libraries to apply for a \$1,000 grant to cover purchase costs of PPE. The Library of Michigan also announced CARES Act grants to cover PPE expenses and libraries have been mostly guaranteed funding. Cass will be eligible for \$1,700 in grant funds. The grant does not cover expenses incurred prior to the grant contract start date, so I will wait to purchase additional PPE supplies. The grant application is due 4 weeks after we reopen.

-In accordance with Executive Order 2020-91, all libraries must develop a COVID-19 preparedness and response plan, consistent with recommendations in *Guidance on Preparing Workplaces for COVID-19*, developed by the Occupational Health and Safety Administration. By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees and customers, whether via website, internal network, or by hard copy. Updates may be needed to the Reopening Policy to comply, I will be working diligently on this for the remainder of the month.

-Work at Local History is progressing. The plaster work is completed and the refinishing of the floors has begun. Fixtures and finishes have been selected and ordered.

-Clark Technical Services has continued to work on the installation of a new firewall and server at Main. This project will ensure that staff will have the ability to work securely and remotely should the need arise.

-The youth services and programming staff are finishing preparations for summer reading. In addition to the online tracking, we will still offer traditional paper forms. Activity bags will be available for pickup all summer with pre-made activities. Participants will be able to follow along to story times and other classes via videos which will be streamed on our website and Facebook page.

-Hoopla Statistics:

April 2020: 1,769 circs	April 2019: 1,070 circs
March 2020: 1,481 circs	March 2019: 1,089 circs
Patrons: April 2020: 276	April 2019: 246
March 2020: 279	March 2019: 251

-OverDrive Statistics:

April 2020: 948	April 2019: 828
March 2020: 844	March 2019: 846

-Library card sign registrations since closure: 27 new cards, 25 account renewals.

-I am not certain we wish to resume fingerprinting at this time. We did receive procedural updates from IdentoGo for social distancing. However, in the space we have, it is not possible for library staff to maintain 6 feet of distance from patrons and library staff will have to physically contact the customers. According to our reopening policy, this service should not be resumed until all other library activity has resumed without restriction.

-According to Executive Order 2020-75, the Board may meet virtually in June. I recommend this as it is unlikely we will be able to accommodate public attendance at that time.

Unfinished Business: No unfinished business to report.

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New Business:

- Trustee Resignation, Al Smouse
Nancy Stoner shared Al Smouse’s letter of Trustee Resignation.
Patricia O’Connor moved to accept Trustee Al Smouse’s resignation. Kay McAdam seconded.
Motion carried.
- Library Reopening Policy
Mary A. Hoebeke moved to approve the Library Reopening Policy. Kay McAdam seconded.
Motion carried.

A roll call vote was also taken to approve the Library Reopening Policy.

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

Motion carried.

Adjournment 6:40 p.m.
Patricia O’Connor, moved.
Nancy Stoner, supported
Motion carried.

Respectfully submitted,
Stephanie Knepple