

Ruth Hughes Memorial District Library
Regular Meeting of December 3, 2020
Imlay City, MI – 6:30 PM

Minutes

- 1. Call to Order**
The meeting was held by teleconference due to the building occupancy limits in place because of COVID-19. The meeting was called to order at 6:31 pm.
- 2. Roll Call**
Present by teleconference: Conni Brett, Lapeer County, MI; Angie McCoy, Lapeer County, MI; Cynthia Stroebel, Imlay City, MI; Carol Kocik, Attica Township, MI; Karen Hibbler, Imlay Township, MI. Absent: Deb Miller, Mary Lou Bissett. Also Present by teleconference: Library Director Tracy Aldrich, St. Clair County MI; and guest: Library IT Contractor Brian Lawlor.
- 3. Additions/Deletions/Approval of Agenda**
Ms. Aldrich asked for one addition to the agenda, Item 10 F: Annual Payments in Lieu of Health Benefits. Ms. Stroebel moved to approve the agenda as amended, seconded by Ms. Kocik. Motion carried unanimously.
- 4. Additions/Deletions/Approval of Minutes of November 5, 2020 Regular Meeting**
Ms. Brett noted one correction that needed to be made to the minutes: Ms. Stroebel had lost her connection after Agenda Item 8 and had been unable to reconnect. Ms. Aldrich said she would note this event in the roll call section of the minutes. Ms. Kocik moved to approve the minutes as amended, seconded by Ms. McCoy. Motion carried unanimously.
- 5. Approval of Bills/Financial Status**
Ms. Aldrich introduced Brian Lawlor, the library's IT contractor. She explained that the library had been on a quarterly pre-pay, Priority Client status with Mr. Lawlor for the past two years, and that board members had questions about how the program worked and what the costs were like over time, as well as questions about the types of work Mr. Lawlor did for the library. She said although total costs for IT services varied by year according to the number of equipment purchases or large projects that were undertaken (noting for example an \$8,000 cost in 2017 for a new server) the otherwise typical amount spent annually was in the \$10,000 range. Mr. Lawlor then explained the reasons behind the Priority Client pre-pay program, largely related to the number of service calls and customers he had, and showed how the program guarantees the library a certain amount of time and level of responsiveness each month. He detailed how the billing and accounting worked, and then gave examples of the type of ongoing work he did for the library, such as regular server and firewall maintenance and updates, and other tasks such as connectivity and equipment

repairs and fixes. The board thanked Mr. Lawlor for his work, time, and clarifications, and expressed their appreciation of his services.

The board reviewed the rest of the bills and financial statements. Ms. Aldrich said she had not heard back from Orkin or received the next bill in time for the meeting, and also pointed out an error made in paying the King and King bill which she would correct on the next invoice. She also reported that the library had received its final installment of the Farley Trust bequest, which totaled \$225,529.24 and said she would talk to the library's accountant about how to note this in the fund balance for a future use.

Ms. Stroebel moved to approve payment of the bills in the amount of \$9,396.29 and payroll in the amount of \$21,285.67, seconded by Ms. McCoy. Motion carried unanimously.

6. Public Comment

There was no public comment.

7. Library Director's Report

The board received the library's director report, and asked how staff were doing and whether there were many issues with patrons and mask non-compliance. Ms. Aldrich described some issues with curbside patrons coming to the door unmasked and some plans she and the staff had come up with to address the problem. Ms. Stroebel offered a suggestion and the board members all expressed their care and support for the staff.

8. Committee Reports

There were no committee reports.

9. Old Business

A: Novel Coronavirus COVID-19 and the Library

Ms. Aldrich gave an update on the library's reopening stages, explaining that after briefly opening for a very busy Saturday, the library had now rolled back to curbside status due to the high COVID case rates and community spread in the area. She also briefly described some of the new policies and intensified guidelines that had come out recently from the state health department and MIOSHA.

B: Pandemic Leave Policy

Ms. Aldrich explained that the board still had time to think about this matter as the January meeting was scheduled early enough in the month that it could be the last date at which a decision could be made. She said some libraries were beginning to think about ways in which they could adopt or extend their own version of the FFCRA leave when it expires, and some directors were waiting to see what policies those libraries came up with. She gave examples of wide ranging decisions that had been made by other libraries in the area, and presented a revised policy proposal that took into consideration some of the thoughts board members had at the previous discussion. There was a brief

discussion. Ms. Brett said she and the board appreciated a bit more time to consider the matter, and wanted to be sure the staff knew the board did care about them and their concerns on this issue, but also had to weigh a lot of viewpoints and other related concerns before they could decide. Ms. Aldrich said she would convey that to the staff and she was sure they would understand.

10. New Business

A: Remote Work Policy

Ms. Aldrich explained that MIOSHA had just issued an order that employers must adopt a remote work policy specific to the pandemic, with the focus on reducing the numbers of people in workplaces to try and cut those virus transmission vectors. She stressed that this was not about whether or not staff would be paid to work from home should a state ordered closure happen again, and clarified that the board would still decide what to do in that event. She presented a policy prepared by Foster Swift attorneys. The board reviewed the policy. Ms. McCoy moved to adopt the Remote Work Policy During Pandemic as written, seconded by Ms. Kocik. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas	5	Kocik, McCoy, Stroebel, Hibbler, Brett
Nays	0	
Absent	2	Miller, Bissett

B: FY 2020 Year End Budget Revisions

Ms. Aldrich presented year end budget revisions, which the board reviewed. Ms. Stroebel moved to approve the 2020 year end proposed budget revisions as presented, seconded by Ms. Kocik. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas	5	Hibbler, McCoy, Stroebel, Kocik, Brett
Nays	0	
Absent	2	Bissett, Miller

C: Attica Lease

Ms. Aldrich noted that the Attica lease was due to expire at the end of December, and stated she had mailed an updated version to the township for their approval. She hoped to hear back from the township board after their meeting later this month.

D: 2021 Calendar of Closings

The board reviewed the proposed 2021 calendar of closings. Ms. McCoy moved to approve the 2020 closed dates as presented, seconded by Ms. Stroebel. Motion carried unanimously.

E: 2021 Calendar of Meetings

The board reviewed the proposed 2020 meeting schedule. Ms. Kocik moved to approve the 2020 meeting schedule as presented, seconded by Ms. Stroebel. Motion carried unanimously.

F: Annual Payments in Lieu of Health Benefits

Ms. Aldrich noted it was time to decide on the annual payments made to full time staff who did not take their health benefits. Ms. Stroebel moved to approve the annual \$500 payment in lieu of health benefits to the two affected full time staff members, seconded by Ms. McCoy. A roll call vote was taken: 5 yeas, 0 nays, 2 absent, motion carried.

Yeas	5	McCoy, Kocik, Stroebel, Brett, Hibbler
Nays	0	
Absent	2	Bissett, Miller

11. Communications

Communications included the 2019 Annual Report, which was received by the board.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Stroebel. Motion carried unanimously. The meeting adjourned at 7:46 pm.

Tracy Aldrich (signed electronically)

2-4-21

Tracy Aldrich, Library Director