

Ruth Hughes Memorial District Library

Regular Meeting of March 4, 2021

Imlay City, MI – 6:30 PM

Minutes

1. Call to Order

The meeting was called to order at 6:31 pm.

2. Roll Call

The meeting was held by teleconference due to the building occupancy limits in place because of COVID-19. Present by teleconference: Mary Lou Bissett, Imlay Township; Conni Brett, Imlay Township; Deb Miller, Attica; Carol Kocik, Attica Township; Cynthia Stroebel, Imlay City; Karen Hibbler, Imlay Township; Angie McCoy, Imlay City. Absent: none. Also present: Library Director Tracy Aldrich, St. Clair County.

3. Additions/Deletions/Approval of Agenda

Ms. Aldrich asked to add item 10E, Meeting Format, under New Business, due to the recent changes by the state regarding restrictions on public meetings. Ms. Brett asked to add an item for Computer Lab; Ms. Aldrich said she thought that could be addressed under item 9A: COVID-19 and the Library, during the discussion on reopening stages; there was general agreement. Ms. Brett also asked to add an item for In Person Meetings; Ms. Aldrich said that was what 10 E would be addressing. Ms. Bissett moved to approve the agenda with the addition, seconded by Ms. Stroebel. Motion carried unanimously.

4. Additions/Deletions/Approval of Minutes of February 4, 2021 Regular Meeting

Ms. Kocik moved to approve the minutes of the February 4 regular meeting, seconded by Ms. McCoy. Motion carried unanimously.

5. Approval of Bills/Financial Status

The board reviewed the bills and financial reports. Ms. Stroebel moved to approve the bills in the amount of \$25,006.45, debit card purchases in the amount of \$624.19, and payroll in the amount of \$21,361.97, seconded by Ms. Miller. Motion carried unanimously.

6. Public Comment

There was no public comment.

7. Library Director's Report

The board received the director's report.

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 stage, saying she had planned to move the library back to full hours on March 1, but that had to be cancelled due to the impending loss of two staff members, which would not leave enough staff to cover full hours at both buildings. She said she was working on filling the positions and once they were stabilized, she would move toward full hours again.

There was a discussion of some issues with patrons and masks. Ms. Brett said she would like to see the lab reopen soon. Ms. Aldrich explained the lab was currently being taken apart for the Pi Station project, which would take several weeks, but said that once that project was complete, she was expecting to move towards reopening the lab with some safety guidelines in place. She noted that care would still have to be taken to keep staff and patrons safe in the lab, including social distancing and increased cleaning and sanitizing, and that she would have to work out procedures with the staff prior to opening.

B: New Strategic Plan

Ms. Aldrich gave some suggestions for items to include in the new strategic plan, and said work was progressing on the updated brochure.

C: MMLC Technology & Innovation Grant

Ms. Aldrich gave an update on the progress of the Pi Station project, funded largely by the MMLC Technology & Innovation Grant. She asked what the board would like to do with the old towers and monitors, and said the contractor suggested pulling hard drives on the salvageable computers and bundling them with monitors for sale; he could suggest pricing. Ms. Aldrich suggested they list the units for sale for a few weeks, then recycle them if they hadn't sold. There was general agreement on this proposal. Ms. Aldrich delivered the budget revision needed for the grants. Ms. Hibbler moved to approve the proposed revision to the FY 2021 budget, seconded by Ms. Kocik. Motion carried unanimously.

10.

New Business

A: Blue Cloud Mobile App

The board reviewed information and a quote for the Blue Cloud Mobile App from VLC. Ms. Aldrich explained the app had a one-time set up cost of \$800 and an annual charge of \$450, and recommended its purchase based on patron interest. Several board members expressed concern about how much work the app set up would require at this busy time, particularly for Technical Services Coordinator Jessica Bostian. Ms. Aldrich said she could approve the project but let VLC know she, Jessica, and the IT contractor wouldn't be ready to tackle it for at least a month. Ms. McCoy moved to accept the Blue Cloud Mobile App quote and start the process, and also to approve the needed budget revision, seconded by Ms. Stroebel. Motion carried unanimously.

B: Library Privacy Act Revision

Ms. Aldrich explained some recent revisions to the Library Privacy Act, and their impact on security cameras. She recommended some changes to the library's cameras based on discussion with other directors and the library's IT contractor. She also explained the need for a new policy from attorney Anne Seuryneck. There was general agreement and there were no objections.

C: Attica Snow Removal

Ms. Aldrich reported that she had been told Attica Township's groundskeeper would now only be doing snow removal and salting when the township offices were open, which is in the mornings. She explained that on bad snow days, she would now either have to close the Attica branch or the library would have to hire its own contractor. There was discussion; Ms. Aldrich recommended since the library was hopefully at the end of the snow season, perhaps it would be best to close if needed for now, and get bids in the fall, noting that this will be a bit complicated because it will need a contract that addresses liability issues, the plowing of the park's long driveway to get to the

library, and the non-routine nature of the plowing. There was general agreement and there were no objections.

D: Mandy Summers Resignation

Ms. Aldrich shared Youth Services Coordinator Mandy Summers' resignation letter with the board. Ms. Aldrich reported that Library Assistant Andrea Daniels was also resigning. She said she had gotten some highly qualified applicants for the Youth Services position and asked to be able to start the selected candidate higher than the first step if his or her education or experience seemed to warrant such a move. Ms. Miller said this was routine in her workplace in order to secure good candidates for jobs, and she described the process she used. There was a discussion, followed by general agreement and no objections to starting the Youth Services candidate at Step 2 if the director felt it was appropriate.

E: Meeting Format

Ms. Aldrich explained the recent changes to the in person meeting restrictions made by the state. There was discussion; Ms. Brett and Ms. Stroebel felt the meetings should return to in person. Ms. Kocik said she would have a hard time at an in person meeting if masks were required. Ms. Aldrich said at this point, masks were required, and also it was unclear whether remote meetings would still be permitted in April, saying everything was very uncertain. Ms. Brett said she and Ms. Stroebel would set up an in person meeting for the next session, and those who wanted to attend remotely could call in using the same conferencing software.

11. Communications

Communications included the spring newsletter and a newspaper article.

12. Adjournment

Ms. Kocik moved to adjourn, seconded by Ms. Miller. Motion carried unanimously. The meeting adjourned at 8:03 pm.

Tracy Aldrich (signed electronically)

Tracy Aldrich, Library Director

4-1-21