

Ruth Hughes Memorial District Library
Regular Meeting of October 7, 2021
Imlay City, MI – 6:30 PM

Minutes

1. **Call to Order**
The meeting was called to order at 6:30 PM.

2. **Roll Call**
Present: Mary Lou Bissett, Conni Brett, Angie McCoy, Cynthia Stroebel.
Absent: Karen Hibbler, Carol Kocik, Deb Miller.
Also Present: Library Director Tracy Aldrich.

3. **Additions/Deletions/Approval of Agenda**
Ms. Stroebel asked to add Agenda Item 11B, Auction Update. Ms. Stroebel moved to approve the agenda as amended, seconded by Ms. Bissett. Motion carried unanimously.

4. **Additions/Deletions/Approval of Minutes of September 2, 2021 Budget Hearing**
There were no trustees present who could second the motion to approve these minutes, so it was tabled until the next meeting.

5. **Additions/Deletions/Approval of Minutes of September 2, 2021 Regular Meeting**
There were no trustees present who could second the motion to approve these minutes, so it was tabled until the next meeting.

6. **Approval of Bills/Financial Status**
The board reviewed the monthly bills and financial reports. Ms. Stroebel moved to approve payment of the bills in the amount of \$24,162.06, debit card purchases in the amount of \$50.68, and payroll in the amount of \$22,113.45, seconded by Ms. Bissett. Motion carried unanimously.

7. **Public Comment**
There was no public comment.

8. **Library Director's Report**
The board received the monthly director's report.

9. **Committee Reports**
There were no committee reports.

10.

Old Business

A: Novel Coronavirus COVID-19 and the Library

The board and director discussed issues caused by a recent staff COVID-19 exposure and quarantine, including reduced hours, cancelled programs, and impacts on remaining staff. Ms. Aldrich noted that she and the board were unable to reach a conclusion on a COVID leave policy last year after several discussions, and asked the board to now consider a proposed policy developed after research into those of other libraries, schools, and businesses, and prepared in consultation with Foster Swift attorney Mike Blum. After some discussion, Ms. Stroebel asked for more time to examine the policy, and for the absent board members to review it. Ms. Aldrich said that would be fine, but that she needed some guidance in the meantime as to how to proceed with handling compensation for COVID quarantines if another should be required between now and the next meeting. Ms. Stroebel moved to approve temporarily adopting the proposed Paid Sick Leave Policy, Daily Health Screening Form, and Return to Work Plan in the revised COVID-19 Preparedness and Response Plan, until the next board meeting, seconded by Ms. McCoy. Motion carried unanimously.

B: Going Fine Free

Ms. Aldrich explained that in order to officially go fine free on January 1, 2022, the Circulation Policy required revisions. She said that as she and Technical Services Coordinator Jessica Bostian began working on it, they noticed other parts of the policy that needed updating or for which they had recommended changes. She presented a proposed revised policy to the board and noted that it had been cleared through legal review with Foster Swift attorney Anne Seuryneck. After discussion, there were no objections to anything in the policy. Ms. Stroebel asked to table it until next month to give the absent trustees time to review it and comment. Ms. Aldrich said that would be fine, but noted that it would need to be approved, or amended as desired and approved, at the November meeting, so that she and Ms. Bostian would have enough time to do the significant database changes and make the necessary informational and promotional materials.

11.

New Business

A: 2020 Annual Report

Ms. Aldrich delivered the 2020 Annual Report. She noted it was a difficult report to write and compile, given the events of 2020. Ms. Stroebel asked if the narrative portion could be rearranged to put the more positive events at the beginning; Ms. Aldrich said she would do so and bring it back next month.

B: Auction Update

Ms. Stroebel reported the Silent Auction would return to its regular form and run the week of February 2 – 9, 2022. She noted Ms. Aldrich had expressed concern about approaching businesses for donations after the difficult economic conditions many experienced through the pandemic. Ms. Stroebel said she would be selective in which businesses she asked for donations and would not

approach those, such as hair salons, which had gone through serious difficulties.

12. Communications

Communications included newspaper articles about library events and a library-themed insert from the County Press featuring a column by Ms. Aldrich.

13. Adjournment

Ms. Stroebel moved to adjourn, seconded by Ms. Bissett. Motion carried unanimously. The meeting adjourned at 7:45 PM.

Submitted by Library Director Tracy Aldrich

Tracy Aldrich(signed electronically)

10-13-21