

Ruth Hughes Memorial District Library

Regular Meeting of September 3, 2020

Imlay City, MI – 6:30 PM

Agenda

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: Mary Lou Bissett, Conni Brett, Karen Hibbler, Carol Kocik, Angie McCoy, Deb Miller, Cynthia Stroebel. Absent: none. Also present by teleconference: Library Director Tracy Aldrich.
3. **Additions/Deletions/Approval of Agenda**
Ms. Aldrich asked that item 10B, Payroll Tax Deferral, be added to the agenda. Ms. Stroebel moved to approve the agenda as amended, seconded by Ms. Miller. Motion carried.
4. **Additions/Deletions/Approval of Minutes of August 6, 2020 Regular Meeting**
Ms. Hibbler moved to approve the minutes of the August 6, 2020 regular meeting as presented, seconded by Ms. McCoy. Motion carried.
5. **Approval of Bills/Financial Status**
The board reviewed the monthly bills and financial reports. Ms. Stroebel moved to approve the bills in the amount of \$16,899.12, debit card purchases in the amount of \$260.09, and payroll in the amount of \$20,946.96, seconded by Ms. Miller. Motion carried.
6. **Public Comment**
There was no public comment.
7. **Library Director's Report**
The board received and reviewed the monthly director's report.
8. **Committee Reports**
There were no committee reports.
9. **Old Business**
A: Novel Coronavirus COVID-19 and the Library
Ms. Aldrich delivered updated copies of the COVID-19 plan, Reopening Plan, and Staff Health & Safety document, due to continued changes in Executive Orders and CDC guidance. She mentioned that the library had transitioned to Stage Four, the "Grab and Go Library," at the Imlay branch, while the Attica branch had to stay in Curbside only status due to its smaller size. Ms. Aldrich explained that due to ongoing staffing shortages this was only a partial transition as two days a week, Wednesday and Saturday, were too thinly staffed to move beyond curbside. Additional hours changes were also needed due to the staffing levels, and a 24-hour closure and cleaning was required after a staff member fell ill and failed the daily health screening. Ms. Aldrich reported that employee was quarantined and awaiting test results. Lastly, Ms. Aldrich said that after consulting with staff, she had decided to extend the current fine-free status to the end of the year, due to the ongoing item quarantine process.

10. New Business

A: FY 2020 Budget Revisions

Ms. Aldrich explained that the Supplies budget needed more funds, as the cost of the plexiglass alone (required to enclose staff service desks) was more than the total Building Supplies budget for the entire year. She said that these unprecedented costs for cleaning and protective materials were hitting all businesses, and while the grant received from the Library of Michigan helped with some of the costs, it was not enough to cover all the additional expenses in the form of plexiglass, social distancing markers, masks, face shields, disinfectants, cleaning solutions, hand sanitizer, touchless dispensers, and an electrostatic sprayer. The board reviewed the proposed budget revision, giving additional funds to the Supplies line. Ms. Kocik moved to approve the budget revision as presented, seconded by Ms. Bissett. A roll call vote was taken: 6 yeas, 0 nays, 0 absent, 1 abstention, motion carried.

Yeas	6	McCoy, Miller, Kocik, Stroebel, Hibbler, Bissett
Nays	0	
Absent	0	
Abstain	1	Brett

B: Payroll Tax Deferral

Ms. Aldrich explained the employee payroll tax deferral instituted by President Trump on September 1, and related information from the library's payroll accountant. Using that information, she recommended the library opt out of the deferral, as there were several potential drawbacks, including an increased cost to the employer to administer; potential liability for deferred taxes that are not repaid (for example, if an employee leaves midway through the deferral period); and the fact that employees would have to pay back the taxes next year in the form of larger withholdings, should the deferral not be made permanent by Congress. Ms. McCoy moved to opt out of the payroll tax deferral, seconded by Ms. Stroebel. Motion carried.

11. Communications

Communications included a newspaper article about the library's move to Stage Four of its Reopening Plan.

12. Adjournment

Ms. Stroebel moved to adjourn, seconded by Ms. Miller. Motion carried. The meeting adjourned at 7:07 pm.

Tracy Aldrich (signed electronically)

Tracy Aldrich

10-5-2020