

Dorothy Hull Library
Windsor Charter Township
June 11, 2020

Present: Robbins, Runels, Gould, Watson, Wood, Kyler, Sanders, Wagemaker

President Robbins called the meeting to order 6:00 p.m.

Public Comment: Gina Johnsen introduced herself as candidate for State Representative.

Dairus Reynnet introduced himself as candidate for Eaton County Board of Commissioners. A third individual was present as a supporter.

Sanders had Zoom available for possible further public comment.

Minutes: Motion by Runels, support Watson that the minutes of February 13th be approved. Motion Carried. 6-0

Reports:

a. Financial Reports: Nothing has been received from penal or the second half of state aid funds. (It should be noted that there has been a major interruption of normal business since early March due to the COVID-19 Pandemic at which time the State, as a whole, has been under a Stay-at-Home order.) Three donations were received for a total of \$1800 for upgrading computers. \$550 has been received in the memory of Robert Jackson "to be used for books." \$200 has been received from Wilcox Pharmacy for summer reading.

Motion by Wood, support Watson to amend the budget to show that we received an additional \$1800 in donations increase Capital Outlay Expenditures by \$1800.

Motion Carried. 6-0

Sanders reported she is seeking \$1500 in grants for personal protection equipment and technology from Library of Michigan administered CARES Act pandemic funding. The library has ordered an additional phone line at a cost of \$20 a month, for a total of two lines.

Motion by Watson, support Gould to accept the Financial Report pending audit. Motion Carried. 6-0.

Watson questioned the "repairs and maintenance" expenditure for April and May. Sanders will check into that.

There was no circulation report inasmuch as the library had been closed to the public since early March. Sanders reported the issue of eight to nine new library cards. Curb-side WiFi service has been open 24/7 since April 1 to aid persons desiring to file for unemployment benefits. Sanders reported she and Wagemaker have been busy with database maintenance, etc. during the shut-down.

Unfinished Business: The new computers have been installed.

New Business:

a. COVID-19 Response and Reopening Policy. Discussion. Sanders said the library will be in Phase 3 for quite a while.

Motion by Watson, support Gould to approve the COVID-19 Response and Reopening Policy per discussed revisions and amended. Motion Carried. 6-0.

Library hours were discussed. Evening hours would be by appointment. Two staff may need to be present evenings because of the new phones.

b. Acceptable Behavior While in the Library Policy: Motion by Wood, support Watson that the Acceptable Behavior While in the Library Policy be approved as amended. Motion Carried. 6-0.

c. Addendum to the Emergency Closure Policy: Motion by Wood support Runels to approve the Addendum to the Emergency Closure Policy. Motion Carried. 6-0.

d. Addendum to the Personnel Policy: Motion by Runels, support Watson to approve the Safety Protocols Addendum to the Personnel Policy. Motion Carried. 6-0. These revisions refer to requirements as necessitated by the current pandemic.

e. Revisions to Circulation Policy: Motion by Watson, support Gould to approve the Circulation Policy as revised. Motion Carried. 6-0. The revision addresses the elimination of all remaining overdue fines and simply charges replacement cost for missing material.

Discussion regarding discussing library goals and objectives once Phase 5 has been reached and the state of emergency lifted.

Discussion regarding staff attending local Facebook groups. Wagemaker explained the digital summer reading program. Prizes, etc., will be from the funds donated by Wilcox Pharmacy. Flyers will be distributed.

Discussion on how various areas in the community are handling the shut-down. One area is providing once a week travelogues. Sanders reported the interest and possible funding for a "drive-in movie" event.

Public Comment: None

Motion by Runels, support Wood that the meeting be adjourned. Motion Carried. 6-0.

7:30 p.m.

Respectfully submitted,

Inge M. Kyler
Secretary