

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Board Meeting
Thursday, June 25, 2020-1:00 p.m.
Video Conference Meeting-Online

- 1) **Call to Order:** Chairperson Alan Somershoe called the Board meeting to order at 1:01 p.m.
 - 1)1.**Roll Call:** Present: Trustees Carol Doyle, Robert Sochacki, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Business Operations Specialist; Michael McEvoy, Technology Coordinator; Martha Nork, President of the Friends of the Northville Library. Absent: Trustee Joe Corriveau.
 - 1)2.**Review of Online Meeting Protocols:** Laura Mancini discussed the meeting protocols required by Governor Whitmer's Executive Order temporarily authorizing remote participation in public meetings. Meeting participants should state their name before speaking and voting will be conducted by roll call.
 - 1)3.**Approval of the Agenda: MOTION:** Nick Vlisides made a motion to approve the meeting agenda as presented. Robert Sochacki seconded the motion. The motion passed by a unanimous roll call vote.
 - 1)4.**Approval of the Meeting Minutes for May 28, 2020: MOTION:** Robert Sochacki made a motion to approve the meeting minutes for the May 28, 2020 meeting as corrected. Carol Doyle seconded the motion. The motion passed by a unanimous roll call vote.
 - 1)5.**Approval of the Special Meeting Minutes for June 8, 2020:** Thomas Thompson made a motion to approve the special meeting minutes for June 8, 2020 meeting as submitted. Deborah Stanifer seconded the motion. The motion passed by a unanimous roll call vote.
 - 1)6.**Citizen Comments:** None.

- 2) **Northville District Library Directors Report:** Laura Mancini reported that on Tuesday, June 23 the Library experienced a brown-out at 5:00 p.m. The event caused partial power loss on the lower level of the Library for approximately one hour. When the power was restored an explosion occurred in the Library's air conditioning unit outside next to our loading dock. Northville police officers witnessed the explosion and sent for the fire department who shut down the unit. One of the compressors blew due to a power surge and the unit was leaking coolant. Over the next five hours the fire department, Long's Mechanical and our HVAC contractor Limbach worked to stabilize the situation. Laura and Michael McEvoy remained onsite while the work was done. A temporary solution has been put in place for the air conditioning unit to run. A new compressor has been ordered and a claim has been filed with our insurance company.

Library staff are back to work in the building. In order to limit the number of people in the building for infection control purposes, those employees who can work at home are doing so on a rotational basis. In order to supplement the Library's cleaning service, Steve Hoppens, our Facilities Assistant, is now coming in during the early afternoon and cleaning frequently touched surfaces as recommended by the Centers for Disease Control (CDC). Staff will also complete a training program on the use of Personal Protective Equipment (PPE) as required by the Michigan Occupational Safety & Health Administration (MIOSHA).

The Library is now at Level 2 in its service restoration plan. In addition to our virtual services, the Library is now providing telephone service and curbside delivery, which is a first for the Library. The new service is very popular with the Library averaging 100 orders per day in the first eight days of service. Circulation staff members have had to learn a totally new facet of their jobs in a very short time and have handled the situation very well. The Library has also begun to accept returns and the Carlo Meeting Room has been converted into a quarantine area. All returned items will be quarantined for 72 hours as per CDC recommendations.

The staff have started to prepare the building to enter into Level 3 of our reopening plan-Grab & Go, when patrons will be allowed back into the building for limited services. The Library will be operating at a 25% capacity limit which translates to no more than 74 people in the building at one time including staff. The target date for moving to Level 3 is Monday, July 6. Infections in Michigan have started to rise and there has been a slight increase in the Northville community infection and death rates from COVID-19. A final decision on whether or not to open to the public will be made on July 1 after reviewing the latest infection data. As part of the preparation for interacting with patrons in the COVID-19 environment, the Northville Police Department will be conducting a virtual verbal de-escalation training session on Tuesday, June 30.

The Library's Summer Reading program has begun and is being conducted entirely online. This year's theme is Imagine Your Story. For the Youth programs, a weekly craft activity is being distributed to participants through curbside service. All Library programs are now also being held online. The number of participants was initially low, with the exception of Teen programs, but has been steadily increasing.

Natalie Molnar, the Library's Teen Librarian, will be moving to full-time status effective June 29. On July 2, Julie Ramsden, a Youth Librarian who has been with the Library for 12 years, will be retiring.

The date for filing to run as a Library Trustee in this November's election is Thursday, July 16 by 4:00 p.m. Information was distributed to the trustees whose terms expire this year. Information for the public on the filing process has been posted on the Library's website, published on our social media channels, and a press release was sent out to local media. The Wayne County Department of Elections is strongly advising candidates to file this year by sending in a check rather than collecting petition signatures.

- 3) **Friends of Northville District Library Report:** Martha Nork reported that the Friends annual meeting was held on June 18. The current officers were re-elected for another term and three new members-at-large were appointed. The Friends Board also approved the by-laws. The Friends appreciated the article in the Library newsletter regarding the Gift Book program as well as the information on the Library website thanking the 2020 Friends Lifetime, Patron and Business members. The Friends have decided to postpone their Volunteer Fair until next May. The next Friends Board meeting will be held on September 17.
- 4) **Northville District Library reopening plan:** Laura reported that the Library's reopening plan is being reviewed by the Library attorney and no significant changes were recommended. The State of Michigan appointed work groups for different industry's to address COVID-19 issues. Libraries are part of the Arts and Culture workgroup which is meeting this week and could make recommendations that would alter our plan.
- 5) **Budget and Finance Review:**
 - 5)1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the June bills over \$1,000 in the amount of \$75,754.24 for payment. Robert Sochacki seconded the motion. The motion passed by a unanimous roll call vote.
 - 5)2. **Financial Report:** Deborah presented the May financial statements to the Board. The Library is 50% through its fiscal year with expenditures at 42% of the budget. The Library received the first of its State Aid payments. It is not known if the second payment that is normally received will come in this year due to State budget shortfalls. Deborah reported that at the February Board meeting the Board voted to take the budget surplus from last fiscal year of \$287,287.78 and pay it into the employee retirement plan with MERS (Municipal Employees Retirement System). **MOTION:** Deborah Stanifer made a motion to transfer \$287,287.78 from the Reserve

Fund to the Operating account so that the payment to MERS can be made. Thomas Thompson seconded the motion. Motion passed by a unanimous roll call vote.

6) **Committee Reports:**

- 6)1. **Facility Committee: Roof Update:** Alan Somershoe reported that he received an email from Merritt Cieslak stating that they are working on the drawings for the roof replacement project. They reported that they recommend the use of spray-in foam insulation in the project rather than sheets of insulation. Once the drawings are complete Merritt Cieslak will present them to the Board.
- 6)2. **Policy Committee:** Carol Doyle reported that the Policy Committee met Monday to discuss two policies related to COVID-19, the Personal Protective Equipment Access Policy and Patron Social Distancing Policy. The Policy Committee is recommending that the Board approve these policies and waive the requirement for a second reading due to the need for their approval prior to the reopening of the Library building that is scheduled for July 6. **MOTION:** Carol Doyle made a motion to waive the requirement of a second reading for the Personal Protective Equipment Access Policy and Patron Social Distancing Policy. Bob Sochacki seconded the motion. The motion passed by unanimous roll call vote. Laura Mancini read the Personal Protective Equipment Access Policy and Patron Social Distancing Policy to the Board. **MOTION:** Bob Sochacki made a motion to approve the Personal Protective Equipment Access Policy. Thomas Thompson seconded the motion. The motion passed by unanimous roll call vote. **MOTION:** Bob Sochacki made a motion to approve the Patron Social Distancing Policy. Nick Vlisides seconded the motion. The motion passed by unanimous roll call vote.

7) **Announcements and Comments:**

- 7)1. The next Board Finance Committee meeting will be held on Tuesday, July 21, 2020 at 1:00 p.m., the location to be determined.
- 7)2. The next regular Board of Trustee meeting will be held on Thursday, July 23, 2020. The time and location to be determined.
- 7)3. **MOTION:** Bob Sochacki made a motion to adjourn the Board Meeting. Thomas Thompson seconded the motion. The motion passed by unanimous roll call vote.

The meeting was adjourned at 2:29 p.m.

Robert Sochacki-Secretary
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