

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES
Regular Board Meeting
Thursday, July 23, 2020-1:00 p.m.
Video Conference Meeting-Online

- 1) **Call to Order:** Chairperson Alan Somershoe called the Board meeting to order at 1:03 p.m.
 - 1)1. **Roll Call:** Present: Trustees Joe Corriveau, Carol Doyle, Alan Somershoe, Deborah Stanifer, Thomas Thompson and Nicholas Vlisides. Also present: Laura Mancini, Library Director; Carla Eggert, Business Operations Specialist; Michael McEvoy, Technology Coordinator; Wendy Mutch, Head of Adult Services. Absent: Trustee Robert Sochacki.
 - 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:** Carol Doyle made a motion to approve the meeting agenda as presented. Deborah Stanifer seconded the motion. The motion passed by a unanimous roll call vote.
 - 1)4. **Approval of the Meeting Minutes for June 25, 2020: MOTION:** Deborah Stanifer made a motion to approve the meeting minutes for the June 25, 2020 meeting as submitted. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote.
 - 1)5. **Citizen Comments:** None.

- 2) **Northville District Library Directors Report:** Laura Mancini reported that the library entered phase 3 of its reopening plan called Grab and Go on July 6. The building is now open to the public for short visits to check out materials. Governor Whitmer's Executive Order calls for businesses to continue to allow employees to work remotely if possible. The administrative and librarian staff are continuing to work remotely, with most staff working three days in the library and two days at home. Having less staff in the building helps to reduce opportunities for virus transmission. Staff continue to complete daily health screenings.

Patrons seem to be happy that the Library has reopened. To date, we have not had any issues with patrons entering the building without a face mask. Some patrons are not wearing their masks correctly, leaving their noses uncovered. Staff have been gently reminding them that the nose needs to be covered as well as their mouth and patrons have been compliant with these requests.

The Novi Library also opened on July 6. At this time they are not offering computer service to the public. We are offering computer service in a very limited capacity. During our first week of reopening we realized that our computers were being used by Novi patrons double the amount of use by Northville patrons. We have temporarily restricted the use of the computers to Northville residents only.

In preparation for reopening, staff completed a required training program on the use of personal protective equipment (PPE) and attended a de-escalation training presented by Sgt. Delano from the Northville Police Department. The staff also had a second counseling session with a counselor to address any ongoing concerns staff may have about working during the pandemic.

As the Library starts planning for the fall, it has decided to cancel all in-person programming through the end of the year and continue with virtual programming. As Covid-19 cases rise again in Michigan the Library is likely to remain at Level 3-Grab and Go well into the fall.

The compressor damaged during the brown out that affected the Library, was replaced. The Library's elevator may have also been damaged during this event. It has been repaired as well

and the bill will be submitted to the insurance company. The construction on Cady Street in the fall of 2019 damaged the Library sprinkler system. Our sprinkler company was not able to repair them then due to the ground freezing so we had to wait until spring. The repair was further delayed by the pandemic but has now been done. Laura will send the bill for this repair to the City for reimbursement. The current paving project on Cady Street has damaged the sprinkler lines in that area again. The construction contractor was supposed to notify the library 24 hours in advance of any closure of the library parking lot but that has not occurred and the library is finding that the lot is not accessible multiple times a day. Laura has spoken to both the City of Northville and the contractor about this situation.

The Detroit Institute of Arts is running a program in the City this summer where replica paintings are installed outdoors. The library is hosting one of the paintings, a portrait of Sir William Brereton has been hung near the library drop boxes. We are also displaying an exhibit on the 100-year anniversary of Women's Suffrage created by the National Archives.

Laura reported that Karen Fehl is retiring and her last day will be August 28. Laura thanked the Board for their support during the pandemic. The Governor has extended the order allowing Boards to meet remotely and Laura is encouraging the Board to continue to do so.

- 3) **Friends of Northville District Library Report:** There is no Friends meeting in July and August so a report was not presented.
- 4) **Northville District Library reopening plan:** Laura reported that the Library's reopening plan has been reviewed by the Library attorney. Laura presented the final plan to the Board with the attorney recommendations marked in green. The Board reviewed the changes. **MOTION:** Nick Vlisides made a motion to approve the Library reopening plan. Carol Doyle seconded the motion. The motion passed by unanimous roll call vote.
- 5) **Budget and Finance Review:**
 - 5)1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the July bills over \$1,000 in the amount of \$394,373.27 for payment. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote.
 - 5)2. **Financial Report:** Deborah presented the June financial statements to the Board. The Library is 58% through its fiscal year, has expended 48% of its budget and has received nearly 100% of its revenue for the fiscal year. The payment of \$287,287.78 to the employee retirement plan with MERS (Municipal Employees Retirement System) that the Board approved last month has been paid. Deborah presented the proposed 2021 budget to the Board. Deborah asked the Trustees to review the budget documents for further discussion at the August Board meeting. A Public Hearing on the 2020-2021 Operating Budget will be held prior to the September Board meeting.
- 6) **Committee Reports:**
 - 6)1. **Facility Committee: Roof Update:** Alan Somershoe reported that he has not received the completed proposal for the roof replacement from Merritt Cieslak yet. There are two proposals for insulation but the pricing for these have not been presented yet. The Library will need to close for a week for the installation of the insulation. Once the proposal is complete Merritt Cieslak will present them to the Board prior to requesting bids. We hope to have the work done in October or November so it may be necessary to schedule a Special Board meeting to review and approve the documents once they are ready.
- 7) **Announcements and Comments:**
 - 7)1. The next Board Finance Committee meeting will be held virtually on Tuesday, August 25, 2020 at 10:00 a.m.

7)2. The next regular Board of Trustee meeting will be held virtually on Thursday, August 27, 2020 at 1:00 p.m.

7)3. **MOTION:** Nick Vlisides made a motion to adjourn the Board Meeting. Carol Doyle seconded the motion. The motion passed by unanimous roll call vote.

The meeting was adjourned at 1:49 p.m.