

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Board Meeting

Thursday, April 23, 2020-10:30 a.m.

Video Conference Meeting-Online

- 1) **Call to Order:** Vice Chairperson Joe Corriveau called the Board meeting to order at 10:34 a.m.
  - 1.1. **Roll Call:** Present: Trustees Joe Corriveau, Carol Doyle, Robert Sochacki, 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; Tyler Vitalie, IT Page; Martha Nork, President of the Friends of the Northville Library. Absent: Chairperson Alan Somershoe.
  - 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 of the Trustees in attendance.
  - 1.4. **Approval of the Special Meeting Minutes for April 7, 2020: MOTION:** Robert Sochacki made a motion to approve the special meeting minutes for the April 7, 2020 meeting as submitted. Thomas Thompson seconded the motion. The motion passed by a unanimous roll call vote of the Trustees in attendance.
  - 1.5. **Citizen Comments:** None.
  
- 2) **Northville District Library Directors Report:** Laura Mancini reported that the Library is still closed and staff are working from home and serving patrons virtually. We are awaiting additional instructions from the Governor as to when we can open. There are two orders that pertain to the Library, the Stay at Home order and the Reopening of Public Institutions which both expire on April 30. When the Stay at Home order is lifted staff can start to report back to work on-site. We can't reopen the building to the public until we are given clearance from the Governor to do so. The staff has been very appreciative of the Board continuing its pay during the building closure. The Department Heads are working with Laura to prepare a reopening plan. The Library will reopen and begin to offer services to the public in stages. Health conditions simply do not permit a return to normal service conditions. It will take some time to return to normal. One of the options we are considering is offering curbside service. Laura will share the plan to reopen with the Board when it is finalized.

As part of the planning process, the Library has to obtain personal protective equipment (PPE) gear for the staff. We are working on acquiring the necessary materials. Some supplies are proving difficult to obtain and we are considering other options for those items. It is essential that staff can be given the appropriate protection before we can offer services again. Laura has been in communication with other libraries throughout our state and region and they are largely adopting similar approaches.

In the meantime, the Library is now offering temporary online library cards so patrons can access electronic sources and e-books. Online programming continues and we look to expand this throughout the summer.

Laura has attended webinars with Plante Moran, the Southeast Michigan Council of Governments (SEMCOG) and the Michigan Municipal League in order to stay abreast of COVID-19 assistance efforts for local governments. At this time there are no assistance programs for local governments but this is expected to change in the future.

Laura has also participated in weekly webinars with the State of Michigan Library. Over 200 library directors regularly participate which gives the opportunity to share information and ideas about serving patrons and reopening strategies.

If the Governor extends the Stay at Home order past the end of April the Library Board will need to determine if it wishes to continue the pay of the non-union staff members and for how long. Many of these individuals have been working from home throughout the closure as their duties permit. It is Laura's hope that the Library Board will continue this practice.

- 3) **Friends of Northville District Library Report:** Martha Nork reported that this is National Library Week and the Friends sent out an email to their members with a coloring form entitled "What I Missed at the Library". The Friends asked their members to return the completed forms, which the Friends will hold onto and display in the Library when it reopens. Some changes have been made to the agreement between the Library and the Friends in relation to Friends programming. The Friends no longer have the assistance of Jim Morche to schedule programming so it will be done by the Library. Martha asked Laura Mancini to send the agreement with the changes to the Board of Trustees for their review. The Friends newsletter will go out to members this week and will include Friends membership renewal forms. The Friends Volunteer Fair that was scheduled for May 16 has been canceled though this is not reflected in the newsletter. The Friends hope to reschedule this event in the Fall.
- 4) **Budget and Finance Review:**
  - 4.1. **Bills over \$1,000 for approval: MOTION:** Deborah Stanifer made a motion to approve the April bills over \$1,000 in the amount of \$55,238.26 for payment. Robert Sochacki seconded the motion. The motion passed by a unanimous roll call vote of the Trustees in attendance.
  - 4.2. **March Financial Report:** Deborah presented the March financial statements to the Board. The Library has received 99% of its tax revenue with the remaining amount due in the summer. The Library also received a Personal Property Tax reimbursement in the amount of \$41,398.31. The Library does not budget for this reimbursement so it is additional revenue. Expenses are lower than projected for this time of year.
  - 4.3. **COVID-19 Relief Programs:** Laura reported that at the current time there are no COVID-19 aid packages for local governments. The situation is very fluid and it is expected that future relief packages from the federal government could have some provisions for local governments. A webinar that Laura attended with economists from the University of Michigan predicted that the current recession will not be as long or severe as the recession in 2008. Laura will continue to communicate with Plante Moran, SEMCOG and Comerica Bank regarding potential relief opportunities for the Library. Deborah Stanifer made a motion on continued payment of Library staff. Robert Sochacki stated that the Library should consider laying off employees who are not able to work from home. The Library could allow these employees to file for unemployment compensation from the State of Michigan and then provide a supplement back to the staff of the difference between the unemployment received and their regular wages in order to allow them to be receive their full pay. He would like to set a Personnel Committee meeting in order to discuss this. Laura stated that the contract with the union employees specifies they must be paid during closure so this could only apply to non-union staff which is the administrative staff and the library shelving and computer pages. Laura does not support this. Karen Fehl stated she felt that this would send a bad message to staff in this time of uncertainty, when the Library has already budgeted and has the funds for the payment of these wages. Carla Eggert stated that she felt she would not be able to do the work required to respond to each unemployment claim as required by the State and determine the amount of supplementation for each employee while working from home with limited access to personnel records. Joe Corriveau, Chairperson of the Personnel Committee, asked Robert Sochacki to prepare a document with his recommendations for the Personnel Committee and a meeting can be called. **MOTION:** Deborah Stanifer presented a motion to continue payment of Library staff through the end of May or until the Governor rescinds the Stay at Home order, which ever occurs first. Carol Doyle seconded the motion. The motion passed by a unanimous roll call vote of the Trustees in attendance.

5) **Committee Reports:**

5.1. **Facility Committee: Roof Update:** Laura Mancini reported that Merritt Cieslak came out to the Library in March and examined the roof. The next step is for the Board to approve Merritt Cieslak to go ahead with preparing specifications and request for proposal (RFP) documents. The Board declined to move forward with this item at this time and asked that it be tabled until the May meeting.

6) **Announcements and Comments:**

6.1. The next Board Finance Committee meeting will be held on Tuesday, May 26, 2020 at 9:30 a.m.

6.2. The next regular Board of Trustee meeting will be held on Thursday, May 28, 2020 at 7:30 p.m.

6.3. **MOTION:** Joe Corriveau made a motion to adjourn the Board Meeting. Robert Sochacki seconded the motion. The motion passed by unanimous roll call vote of the Trustees in attendance.

The meeting was adjourned at 11:50 a.m.

Robert Sochacki-Secretary  
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