

PONTIAC PUBLIC LIBRARY BOARD MINUTES

Conference Call Meeting April 2, 2020

I. Roll Call

Chair Hatchett – Here, Vice Chair Earl – Here, Trustee Richardson – Here, Trustee Duvall – Here, Secretary Rutherford - Here

II. Approval of Agenda

Secretary Rutherford asked to add under section XI. Action Items a subsection d. Computers for Board Members.

Motion to accept agenda as amended by Secretary, Seconded by Vice-Chair.

Roll call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Trustee Richardson – Yes, Secretary Rutherford-yes

Motion Passes

III. Moment of Silence

Treasurer Maxey and Trustee DuVall joined the call during the moment of silence.

IV. Approval of Minutes from January 23, 2020

Motion to approve January minutes by Secretary Rutherford, support by Vice Chair Earl.

Roll call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Trustee DuVall – Yes, Trustee Richardson – Yes, Treasurer Maxey- Yes

Motion Passes

V. Finance Report

Accountant Vincent Harden went over the monthly financial reports.

Year-to-date Revenue = \$720,862.76

Year-to-date expense = \$720,241.53

There were no questions regarding the reports.

Motion to approve Financial Report by Treasurer Maxey, support by Secretary Rutherford. Question by Vice Chair Earl, Should the Library invest some of the revenue in the Fund Balance? Where? How much? Accountant Harden said this is a bad time during the market downturn due to Covid-19. However the library could pursue proposals for managed investments from financial institutions in the meantime. He also advised that the board should request a risk tolerance review.

Trustee Richardson said she would talk to First Independence Bank. There was not an opportunity for a meeting due to the pandemic.

Chair Hatchett said let's wait at least one month. Trustee DuVall said it is a great time to invest. Vice Chair Earl agreed due to lower prices of stocks. There was a general discussion about the timing of investing. They concluded no decision would be made at the current meeting.

There was a motion and second to the accept the Financial Report.

VI. Chair Report

Chair Hatchett contacted the Library Director authorizing her to close the Library in accordance with the Governors closure of the schools due to the pandemic as of March 13. The Chair also agreed with the Library Director's request to pay the staff during the closure. During this closure the Governor created an Executive Order which ordered the closure of Libraries.

Trustee Richardson wanted to know if the Director was finding ways for the staff to be productive working from home.

Director Green answered that staff are attending training webinars, working on the website, working on plans for the summer reading program, virtual programs and social media.

Treasurer Maxey commented that he felt the Chair was right in her support of the Library Director in the closure of the library and the decision to pay the staff. He stated that the Director knows what work is critical, and what expertise is held by each staff etc.

Motion to accept Chair Report by Treasurer Maxey, supported by Secretary Rutherford.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Yes, Treasurer Maxey-Yes

Motion Passes

VII. Director's Report

The Director gave more detail about what staff work was happening during the closure. There were some staff working on the collection in preparation for the new shelving, working on the RFID tags, working on processing new materials and Sport Port kits. Once the Governor's stay at home order was enacted these majority of those tasks were halted. Now staff are working from home on program planning, distance learning and virtual programs. There are also many updates to the library website and social media. There are some building access needs such as for vendors working on the building and for access for Focus Hope's Food Distribution on Wednesdays which is considered essential work.

The Director also presented the Infectious Disease Policy which was written by Library Expert Lawyer Anne Seuryck. Director Green also presented the designs she created for the Youth card.

Treasurer Maxey moved to accept the Library Director's report as read. Vice Chair Earl seconded it.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Yes, Treasurer Maxey-Yes

Motion Passes

VIII. Old Business

- a. Investing: Trustee Richardson stated that she will continue investigating and sharing information with the board about investments.
- b. The Chair suggested the Board postpone the Pavilion naming ceremony until after the pandemic.

IX. New Business

- a. Infectious Disease Policy : Treasurer Maxey read the policy and thinks it is a good policy to adopt. He moved that the board accept the policy. It was supported by Trustee DuVall. Trustee Richardson questioned where the policy came from. Director Green answered that Library Attorney Anne Suerynck wrote the proposed policy.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Yes, Treasurer Maxey-Yes

Motion Passes

- b. Amend Library Card Policy for Remote sign up. Director Green explained that the current policy requires patrons to register for a library card in person at the Circulation desk. She proposed allowing patrons to submit an image of their proof of residency online so they could register patrons even while the library is closed during the pandemic and also in the future if a patron wanted to register remotely. Chair Hatchett asked that the amended policy be included in the packet for the April 23rd meeting.
- c. Library Card Design: The packet included two images as proposed designs for the new Youth Fine Free Card. Image one showed a librarian reading to a group of children of different races and genders. Image two showed a disabled girl with brown skin and braids in a pony tail leaning up against a tree stump reading a book. Trustee Richardson said she preferred the top card design due to the presence of multiple children of different races. Treasurer Maxey asked how long was the proposed youth card program? Director Green answered this program is ongoing and has no proposed end. Chair Hatchett liked design one the best. Vice Chair Earl made a motion to approve the 1st Card Design with the group of children. Treasurer Maxey seconded the motion.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Yes, Treasurer Maxey-Yes

Motion Passes

- d. Purchasing Laptops for the Board of Trustees: Secretary Rutherford proposed the board obtain laptops and begin to hold meetings via Zoom, video chat. She suggested the laptops are turned in at the end of the trustee's term. She suggested Mac Books. There

was discussion regarding cost, where to purchase, what model etc. It was suggested that the board have a special meeting in one week on April 9, 5:30pm to vote on the matter. In the meantime the Director was to obtain details requested from the Secretary and a quote of the specific laptops should be presented to the board before the Special Meeting.

X. Action Items

- a. Youth Card was approved
- b. Line of Credit TCF Bank: The Director included a quote in the packet for a line of credit from TCF Financial. Director Green proposed this financing option for the shelving due to the low interest rate. There was discussion over the rate. Trustee Richardson questioned the need to pay the bill for the shelving even though it was not installed. The Director Green explained that the installation could not take place until the Governor lifted the stay at home order. The vendor ordered the shelving and has been invoiced for \$43,400 by the manufacturer. The vendor has therefore invoiced the Library. Chair Hatchett clarified to the board that the job has been approved, and financing has been approved with a different lender at a higher interest rate. Secretary Rutherford motioned to approved the application for the 250,000 line. Vice-Chair Earl seconded the motion
Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – No, Treasurer Maxey-Yes

Motion Passes

Secretary Rutherford made a motion to use \$75,668 to finance the shelving job. Treasurer Maxey supported and added that the Library would not use any more of the available credit without board approval.
Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Abstain, Treasurer Maxey-Yes

Motion Passes

XI. Board Comments

There was a brief discussion of those recently lost to the pandemic. There was concern over how the board might send condolence messages of some kind. The trustees wished each other well during this difficult time.

XII. Adjournment

Motion made to adjourn by Secretary Rutherford, support by Trustee DuVall.

Roll Call: Chair Hatchett – Yes, Vice Chair Earl – Yes, Secretary Rutherford – Yes, Trustee DuVall – Yes, Trustee Richardson – Yes

Meeting adjourned.