

The regular meeting of the Library Board was held through Zoom on Thursday, August 13, 2020. The meeting was called to order by Board President, Jan Denton, at 6:39 pm.

Members Present: Jan Denton, Nancy Pople, Matt Swan and Amanda Norton

Members Absent: Emily Bodkin, Charles Nicholson and Kathy Ostrowski

Others Present: Anna Curtis

The agenda was approved as printed.

Nancy Pople made a motion to approve the June 11, 2020 regular minutes with corrections; supported by Amanda Norton. Passed unanimously.

Financial Report:

Matt Swan made a motion to pay the bills; supported by Amanda Norton. Passed unanimously.

Library Director's Report:

Anna Curtis highlighted sections of her written Board Report and answered questions:

- Tammy removed the Information Station and was a judge for The Hatching
- Erin created a multitude of flyers for the Library's reopening to the public, completed weeding the Non-Fiction collection and delivered Library bags to the Farmer's Market
- Teresa completed several workshops/webinars and completed weeding the Adult Fiction collection
- Amanda worked on labeling the Adult Fiction collection and sent emails/ letters to patrons with late items
- Jeremy set-up the new digital billboard located at the Information Station area
- Staff returned to the building on June 8, 2020 and the Library reopened to the public on July 6, 2020
- Anna ensured staff completed required PPE training, adapted the required Health Screening Questionnaire, updated the Preparedness Plan and put together a quarantine schedule of returned materials
- Anna ran several Summer Reading programs and created a Summer Reading promotional video
- Anna completed annual staff evaluations and worked on staff schedules
- Potter Park Zoo recorded a story that the Library posted to Facebook
- Anna's been working on getting Library Cards set up for all ERPS and ICA students
- ICAL deliveries resumed on July 15, 2020
- Anna is working with the UIA to protest a claim on the Library
- The Library was fully funded its CARES Act Grant request
- Beanstack is now housing the Library's 1000 Books Before Kindergarten and the 2020 Community Reads programs
- The Library purchased its own Zoom account
- Anna changed out the Story Walk book twice
- Amanda and Anna removed furniture to adhere to Social Distancing requirements and Mike Yaroch installed a plexiglass barrier at the Desk
- Anna applied for the DDA façade grant
- Erin and Jeremy worked on getting the Library's information on the Pure Michigan website calendar
- RIDES resumed and MeLCat will start back up on August 10, 2020

- Vestibule pick-up continues
- A new Backpack was added to the Things collection and Ancestry.com will continue with remote access through at least September 30, 2020
- Jeremy updated the website, obtained quotes for a new copy machine and updated our phone message
- Anna attended several meetings and webinars

Committee Reports:

The Friends Group has not met since March 2020 and no members were present for the Board Meeting.

Old Business:

None

New Business:

Nancy Pople made a motion to approve the presented Remote Work Policy to be added to the Personnel Policy; supported by Matt Swan. Passed unanimously.

Matt Swan made a motion to approve the Woodlands 2020-2021 Membership Contract; supported by Nancy Pople. Passed unanimously.

Jan Denton asked Board Members complete the Director's Annual Evaluation no later than September 3, 2020. Completed evaluations may be returned to the Library where she will collect them; during the September Board Meeting, Jan will review the outcome of the evaluations.

There was no Board Comment.

There was no Public Comment.

The meeting was adjourned at 7:03 pm.

Respectfully submitted,
Anna Curtis, Library Director