

Wednesday, May 20, 2020 (Remote Meeting via Zoom)

Present: (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlastic,
Theresa Kidd, Sue Garrity, Ryan Fewins-Bliss

(Library Director & staff) Kristie Reynolds

Public: Audrey Barton, Charles Paape, Larry Fewins-Bliss, Carrie
Frazer

Next meeting: Wednesday June 17, 2020 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:09pm
- b. Moment of civic reflection.
- c. Theresa moves to approve the agenda as presented, Ryan 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Ryan moves to approve the minutes as presented, Shannon 2nd, all in favor.

II. Financial Report

Attached. The check to Kesler was dated May 6th. Is this an April or May lease payment? Kristie says it is May. Lynn is concerned about the penal fines and trying to determine how they will be affected by coronavirus – we need to keep an eye on this as far as the budget is concerned. Ryan was surprised that the payroll and benefits are where they normally would be, even though hours have been cut. Kristie had not originally factored Alex into the payroll, but he stayed on for an extended period. Kristie paid Derek and Alex through March and then Christine and Joanna through April 27th. Ryan moves to approve the financial statement, Ken 2nd, all approve.

III. Director's & Youth Services Reports

Attached. As of right now, staff will come back on 05/29 and prep for curbside pickup on 06/03. This will likely change due to government COVID plans.

IV. Unfinished Business

a. Strategic Planning;

- i. The move; estimated to be about \$10,000.00 from 2 Men and a Truck. This seems high. We will need help with painting. In the beginning, this was supposed to be a fun community event... but with COVID, we can't really "do" fun community events. We need to quotes for bonded painters. We need to consider that we would be putting volunteers on high ladders with equipment which could be dangerous. Kristie will get an update on building progress and we will go from there- we need to know when we could even get in the building to paint. Maybe it is a valid option to have Kesler's paint and just pay them. We will discuss this at our next meeting.
- ii. Donors; Kristie has a webinar tomorrow to learn about new grants.
- iii. Library info in surrounding public areas;

b. Policies;

- i. Capital Asset Policy; review and vote on this at June meeting.
- ii. Fraud Risk Management Policy; review at a later date.
- iii. Business Continuity Plan; Fees suspended for duration of Stay Home Stay Safe order. No vote necessary per attorney as this is temporary. Review at a later date.
- iv. Paid Time Off Policy; review at a later date.

V. New Business – Items for Discussion

- a. Bath Township property sale to East Lansing;

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: Sue is thankful for everyone hanging in there and handling the technology blips.
- c. Ken moves to adjourn the meeting, Ryan 2nd, all in favor.

Meeting adjourned at 6:58pm