

A special meeting of the Board of Trustees of the Bacon Memorial District Library was held remotely via Zoom on **Monday, August 24, 2020 at 10:00 a.m.**

PRESENT: Members: John Engfehr
Carolyn Harris
James Kresin
Maria Lanstra
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger

I. The special meeting was called to order at 10:05 a.m. by President Wilson.

II. Potential Budget Cuts in Case of a Revenue Shortfall

Laura presented two proposed budgets to the Board. One with cuts made only to non-staff expenses and one with a 10% pay cut applied to all staff members who make enough to take a 10% pay cut. Laura explained that cutting 10% from some of the employees would cause them to make less than minimum wage. She also noted that there is currently one less circulation clerk than usual, and that one of our pages is leaving soon as well. John Engfehr noted that the "Fixed Expenses" part of the budget would go down as well, as payroll taxes and retirement expenditures would also decrease. The board stated a concern about being careful with spending at this time. Carolyn Harris stated the proposed budget cuts should be left on the Agenda under Unfinished Business until we see how much tax money we will be receiving.

Carolyn Harris made a motion that if there is a non-essential purchase of \$100 or more, Janice Wilson should be consulted before the purchase is made. John Engfehr seconded.

**AYES: Engfehr, Harris, Kresin, Lanstra, Wilson
Motion passed unanimously.**

NAYS: none

III. Saturday Re-opening Plans

The board felt that the proposed staff schedule for re-opening on Saturdays looked good. There was discussion about other libraries in the area who are currently allowing the public into their buildings. Laura stated that when we are ready to take this step, we would have to clean more and still offer curbside service. Laura stated that most of the Downriver libraries are still just offering

curbside service like us at this time. She feels that when Governor Whitmer moves the state to stage 5, then we could begin allowing patrons to enter the library. Laura informed the Board that she would like to remove the cap of “20 items per checkout’ and not have a limit. Laura would also like to offer faxing and printing services for patrons [with a limit of pages] for free for the time being. There was discussion about making sure that all the changes are publicized well to the community.

John Engfehr made a motion to approve the plan to add Saturday hours starting September 12, 2020, Maria Lanstra seconded.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none

Motion passed unanimously.

IV. HEARING OF THE PUBLIC

Kristin F. stated that when Janet was director, PayPal charged a percentage plus a transaction fee for use.

Sarah P. called in to first thank the staff and Board for offering curbside service during the pandemic. She and her family and some friends use our library often and appreciate us. She feels if there is a budget shortfall, rather than having to cut staff’s pay [and/or the budget] she would be willing to be ‘part of an action’ to raise additional funds for the library.

V. ADJOURNMENT

John Engfehr inquired about the construction. Laura reported that it was supposed to start today, but did not. She has contacted Integrity to find out when they expect to begin, but has not received a reply yet.

Motion for adjournment made by Janice Wilson, seconded by Maria Lanstra.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none

Motion passed unanimously.

The Meeting adjourned at 11:10 a.m.

The next regular meeting, will take place on Monday, September 14, 2020 at 3:30PM.

Joann Hedger,
for John Engfehr, Secretary
August 24, 2020