

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, May 18, 2020 Remotely Via Zoom**

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

I. **The regular meeting was called to order at 3:12 pm by President Wilson**

II. **APPROVAL OF MINUTES**

Motion to approve the minutes of the March 9, 2020 regular board meeting with a correction explaining what IEEE is

Moved by Maria Lanstra, seconded by James Kresin

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

III. **UNFINISHED BUSINESS**

A. Front Porch Repair & Staff Entrance

Laura stated she contacted Tom Roberts's office recently and there is not much of an update. Laura also reported that due to the recent pandemic, Scott Majewski is no longer employed by Tom Roberts, and we will be working with Wayne Dutton. She was assured Integrity is still interested in the project, and the next step is for Wayne and Integrity to do a site visit of the porch.

B. FY 2020-21 Budget-Salaries

Janice Wilson made a motion to freeze all staff salaries at this time and table this topic for later review. Carolyn Harris seconded it

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

C. Job Descriptions This topic was also tabled for later review. Any concerns about changes made from other board members can be addressed to Janice or Laura.

IV. NEW BUSINESS

A. FY 2020-21 Budget Carolyn Harris asked Laura for a list of the number of vacation days each employee has for the next Board Meeting. None of the board members requested any changes be made to the presented budget.

B. Wilson Reappointment

Maria Lanstra made a motion to reappoint Janice Wilson to the Board of Trustees for another four year term, expiring June 30, 2024. John Engfehr seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

C. Lawn Maintenance Quote

Maria Lanstra made a motion to accept the quote totaling \$2982.00 for lawn care services from McGregor's Landscape MQC Group Inc. for the upcoming year. James Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

D. Re-Opening Plan There was much discussion about the re-opening plan Laura handed out to Board Members. At this time, Phase One can be put in place, but Laura is to have a schedule of hours of operation, as well as hours staff will be working available at the next meeting for approval. There will be more discussion on the later phases at future board meetings. Janice Wilson also directed Joann Hedger to order 1000 bags from Better Containers to be used when curbside service is available.

John Engfehr made a motion to approve, Maria Lanstra seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

E. Next Meeting Date Monday, June 8, 2020 @ 3:00 p.m. Public Budget Meeting

V. BOARD MEMBER CONCERNS

John Engfehr inquired if Laura has done a walk-through of the building –including the basement and attic checking for leaks or any other abnormalities. Maria Lanstra feels that once the building is open, staff members should be doing their own cleaning/sanitization of their offices [including door handles, keyboards, carts, etc]. John Engfehr asked if the Plexiglas shields were soon to be put in place. Special hours for seniors was suggested, and Laura said that is not something we can legally offer. The Board agree that all employees must wear masks or they will be disciplined. Janice Wilson also shared with everyone, after watching an ALA webinar, if an employee gets Covid-19 while working, it becomes a workman's comp case.

She also shared that if all protective measures are in place [as laid out by Gov Whitmer], employees must return to work. Janice Wilson suggested to Laura that perhaps we should get legal help when dealing with re-opening policies.

VI. FINANCIAL REPORTS

A. Check Register — March 5 – May 14, 2020

James Kresin moved to approve expenditures of \$ 165,665.62 representing payroll, checks written, and bank debits from March 5 – May 14, 2020.

Seconded by Maria Lanstra.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously

VII. HEARING OF THE PUBLIC

Although two members of the public were virtually present by phone, there were no comments or questions from the public.

VIII. ADJOURNMENT

Motion for adjournment made by Maria Lanstra, seconded by John Engfehr.

The Meeting adjourned at 4:46 p.m.

The next regular meeting will take place on Monday, June 8, 2020 at 3:00PM.

Joann Hedger,
for John Engfehr, Secretary
May 18, 2020