

Spies Public Library
Board of Trustees Meeting
Friday, June 5, 2020
Remote Access

Present: Jim Anderson
Paul Haupt
Doug Schoen
Sandy Kuber
Jan Shetter
Tony Graff

Absent:

The meeting was called to order at 10:01 AM.

Paul Haupt made a **motion to approve the agenda**. Jan Shetter seconded.
Motion carried.

There was no one from the public to speak.

Doug Schoen **made a motion to approve the minutes from April 23, 2020**. Paul Haupt seconded. Motion carried.

Financial Report – The January 31, 2020 and February 29, 2020 financial statements and petty cash statement were presented to the Board. Revenues as of February 29, 2020 were \$435,119.99 and expenses were \$313,719.33. 65.01 % of the budget has been spent 8 months into the fiscal year.

Klar Bequest – The City of Menominee transferred an additional \$102,773 from the Klar Bequest to balance the Library's 2020/2021 Operations Budget. There was considerable discussion over the Klar Bequest being used for operations. Paul Haupt **made a motion that in the Library's 2020/2021 Operation's Budget that the Klar funds would be spent only if needed for operations due to the unprecedented times and circumstances and that this does not establish a precedent in the mind of the board**. Jan Shetter seconded. A roll call vote was taken: Haupt-yes, Shetter-yes, Schoen-yes, Kuber-yes, Anderson-yes, motion carried.

RFP – The RFP is under legal review and should be ready to send out to the financial institutions soon with a response date by the third week of June. The

Spies Public Library Board of Trustees and the Menominee City Council will have to agree on an Investment Policy for the management of the revenues and expenses of the Klar Bequest.

Director's Report - The library staff will be returning to the building on June 8, 2020. They will work on unfinished projects and then begin preparation for curbside services which would commence on June 15, 2020. Each phase of operation will be determined contingent upon the evolving pandemic situation. All the summer reading programs have been cancelled. Curbside summer reading packets and virtual programming will be provided. The library computer system was a victim of Ransomware Virus.

Old Business

Roof-top Unit – The new roof-top unit has been installed. The blower motor in the 2012 roof-top unit has failed and needs to be replaced.

Superiorland Library Cooperative – The Board was presented with a report of the May 26, 2020 (SLC Personnel Committee) and the May 28, 2020 SLC Board meeting by representative, Pat Cheski.

New Business

The Board was presented with two policies: Spies Public Library Guidelines for Reopening after a Pandemic and the City Of Menominee COVID-19 Preparedness and Response Plan. Doug Schoen **made a motion to approve these policies giving the Library Director the ability to amend the Spies Public Library Guidelines for Reopening after a Pandemic as the COVID-19 situation evolves.** Jan Shetter seconded. Motion carried.

Cares Act Grant – The Cares Act Grant provides \$500 for PPE. Jan Shetter **made a motion that the Spies Public Library apply for the Cares Act Grant.** Jim Anderson seconded. A roll call vote was taken: Anderson-yes, Shetter-yes, Schoen-yes, motion carried.

Laurel Buyarski – Retirement – Laurel Buyarski will be retiring effective June 30, 2020. She will receive a letter of recognition and a certificate of appreciation from the Board.

Job Opening – Due to the retirement of Laurel Buyarski there will be a full-time job opening. The hours of the job will be increased to 35 hours per week. The part-time position will remain vacant at this time.

There being no further business, Jan Shetter **made a motion to adjourn the meeting at 11:20 AM.** Jim Anderson seconded. Motion carried.

Superiorland Library Cooperative (SLC) Board Meetings Report

The SLC Personnel Committee met on Tuesday, May 26, 2020 via Zoom.

The purpose of the meeting was to discuss the Cooperative's Phased Reopening Plan and Draft Covid-19 Exposure Prevention, Preparedness and Response Plan.

After some minor changes on dates and grammar, the committee voted to forward the plans to the full board for approval.

The SLC Board met on Thursday, May 28, 2020 via Zoom.

The board approved the February, March and April disbursements, Y-T-D expense and revenue reports, and the balance sheet as of April 30, 2020.

Shawn Andary, SLC Director reported on the following:

- The first State Aid payments were received, but the status of the second payments is uncertain.
- Tonia Bickford is the new Reader's Advisor for the Great Lakes Talking Books and Eli Gladwell will be leaving on June 26th for a full-time job.
- The cooperative coordinated group orders to purchase PPE supplies.
- Many SLC libraries received HOPE grants to help continue operations during the Covid-19 crisis.
- Member libraries can apply for non-competitive grants for PPE and library supplies and services, and can also apply for competitive grants through the CARES Act.
- SLC has added a second Zoom account to host additional meetings, assisted libraries with online patron registration, and put more funds into content development.
- SLC hosted virtual author visits that member libraries offered to their patrons

After discussion, the board approved:

- Fiscal Year 2019 Audit by Anderson, Tackman & Company, PLC
- Cooperative Covid-19 Phased Reopening Plan
- Covid-19 Exposure Prevention, Preparedness and Response Plan

The U.P.R.L.C. Conference scheduled for September 28-29 will now be a virtual conference.

The next regular SLC board meeting is scheduled for Thursday July 23, 2020.

Board minutes, financial reports and other resources are always available on the Superiorland Website, under Board Resources.

If you have any questions, please let me know.

Pat Cheski
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