

Spies Public Library
Board of Trustees Meeting
Thursday, April 23, 2020
Remote Access

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

Absent: Jan Shetter

The meeting was called to order at 1:32 PM.

Paul Haupt made a motion to approve the agenda. Doug Schoen seconded. Motion carried.

There was no one from the public to speak.

Jim Anderson made a motion to approve the minutes from January 31, 2020.

Paul Haupt seconded. Motion carried.

Financial Report – The 2020/2021 Draft budget was discussed. The Personnel/Benefits reflect the budgeted raises and current benefit costs. The

Maintenance & Operations portion of the budget is a status quo budget. The

figures are the same as the current 2019/2020 budget. There weren't any expenses included for capital outlay in the 2020/2021 budget. The following

proposed capital expenditures are included in the capital outlay plan:

- Roof top units -\$34,000
- Fire Alarm System - \$45,000
- Floor Replacement - \$22,000
- Library Sign - \$90,000
- Security Cameras - \$25,000

The feasibility of these items will be addressed after the Library Board selects a

financial institution for the management of the Klar Bequest and the return on

the funds is evaluated. Work will commence as soon as possible on an RFP for the

management of the Klar funds. There was approximately \$17,000 in interest that

has accrued on the entire \$3,800,000 bequest (Library and Recreation Department) which has been placed in a General Interest Revenue Account. Due

to the unprecedented times because of the COVID-19 situation and the anticipation of budget shortfalls – Paul Haupt made a motion to use \$20,000 of

the Klar Bequest in the 2019/2020 Operation's budget and \$40,000 in the 2020/2021 Operations Budget. Sandy Kuber seconded. A roll call vote was taken: Haupt – yes, Kuber – yes, Anderson – yes, Schoen – yes, motion carried.

Director's Report – Governor Whitmer's EO 2020-42 closed libraries through April 30, 2020. The library staff has been working on a digital presence to help serve the public as well as participating in continuing educational opportunities. As this pandemic unfolds, the staff will be preparing for re-opening the library in phases. We will be revamping many of our programs to eliminate group gatherings.

Old Business

Roof-top Unit – WDM will commence the project of replacing one roof-top unit and rewiring an additional on.

Superiorland Library Cooperative – The Board was presented with a report of the Superiorland Library Cooperative Board meeting on April 15, 2020 from our representative, Pat Cheski.

New Business

The Library has an in-house preparedness plan that is in effect until April 30, 2020. A re-opening plan will have to be created to address the phases of re-opening and the safety of the staff and patrons.

There being no further business, Doug Schoen made a motion to adjourn the meeting at 2:20 PM. Sandy Kuber seconded. Motion carried.

Superiorland Library Cooperative (SLC) Board Meeting Report - April 15, 2020

The SLC board of directors met on Thursday, February 27, 2020 via Zoom.

The board approved the November, December and January disbursements, Y-T-D expense and revenue reports, and the balance sheet as of January 31, 2020.

Shawn Andary, SLC Director reported on the following:

- Special Needs Services Roundtable; Niche Academy & Census 2020 Training
- Integrated Library System; NMLN, ALS & UPRLC Executive Council Meetings;
Michigan Cooperative Directors Association Meeting
- SLC employee evaluations, personnel manual, and the retirement of Lynn Buckland-Brown, the Great Lakes Talking Books Reader Advisor
- Webreads—the Braille and Talking Book Library; Recording Booth

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After discussion, the board approved:

- Fiscal Year 2019-2020 Budget Revisions to Expenses and Revenues
- Resolution to Dissolve the Northern Michigan Library Network
- Resolution to Support SB 611 Substitute Bill amending the Michigan Library Privacy Act. This bill would enable libraries to work with law enforcement when a crime is committed in a library, while ensuring that patron privacy will not be affected.

Caroline Jordan, SLC Board Chair, presented the summary of the Superiorland Library Cooperative director evaluation survey responses. She reported that the responses were overwhelmingly positive and congratulated Shawn Andary for her outstanding evaluation.

The U.P.R.L.C. Conference will be held in Sault Ste. Marie on September 28-29.

A special meeting of the SLC board of directors was held on Wednesday, March 25, 2020. The purpose of the meeting was to inform the board about staffing changes due to the coronavirus disease 2019 (COVID-19) lock down and to amend the Administrative Policies to include an emergency check signing procedure.

The next regular SLC board meeting is scheduled for Thursday May 28, 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
906-863-7214