

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, March 17, 2020 10:00am
Meeting Location: Remote, Using Zoom

Trustees in Attendance: S. Lackey, TJ Helfferich, G. Munce, J. Carr, E. Sensoli, A. Merkel, & C. Taylor.

Trustees Absent: None

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: Jennifer Kundak

Welcome and Call to Order

S. Lackey called the meeting to order at 10:09 a.m. and asked that the board move her drafted Resolution and the Discussion Items pertaining to COVID-19 to the beginning of the meeting.

Agenda Review, Additions, and Approval

MOTION made by TJ Helfferich, SECONDED by C. Taylor to approve the agenda, as amended. Discussion: None

All Ayes: 7-0

Resolution Establishing Certain Policies and Procedures Relative to the Current Executive Order of Governor Gretchen Whitmer Requiring the Closing of Public Spaces

This Resolution gives Lori the authority to act without board approval when making library decisions, while under emergency measures, as well as loosening other restrictions, so that she is able to act quickly and appropriately to assure the safety of the public and her staff during the COVID-19 pandemic.

MOTION made by J. Carr, SECONDED by TJ Helfferich to approve the Resolution, with the amended wording suggested by G. Munce and C. Taylor. Discussion: None

All Ayes: 7-0

Discussion Item #1: COVID-19 Response

- Library is cancelling all programs and meetings until May 10.
- Starting limited services on Wednesday, March 18.

- A librarian will be on call from 10-2pm to answer reference questions and retrieve patron items.
- Curbside pickup will operate from 2-6pm, Monday-Friday.
- A special COVID-19 landing place will be added to the website to update any and all important developments.
- The physical building will remain closed until further notice.
- All fines will be suspended, expiring dates on cards will be extended, and no patrons will be sent to collection during this period.
- The library's digital collection will be highlighted.
- Staff members will be expected to work one 4-hour shift a week and no more than 8 employees will be allowed in the building at any one time.
- Will not be using the TLN inter-loan system; only will be loaning our items until that service is deemed safe to restart.

Jan asked about the hotspots that are loaned out to the schools, the Senior Center, and Faith in Action. Lori replied that the library is confident that those entities will allocate those hotspots where they are needed.

Discussion Item #2: Policies

Lori, Linda, and Jan crafted two policies that deal with pandemics and disease control.

- Policy 441: Pandemics is a general library policy that dictates how the library responds to pandemic conditions.
- 409 Infectious Disease is a personnel policy for the Employee Handbook, which directs employees and readies them for certain situations.

MOTION made by J. Carr, SECONDED by A. Merkel to move this Discussion Item to Action (Action Item #3). Discussion: None

All Ayes: 7-0

At this point, G. Munce had to leave the meeting for a prior engagement.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by J. Carr to approve the minutes of the February 18, 2020 Board Meeting, as well as the Operational Checks and Financial Reports for February. Discussion: None

All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- The authors from the cancelled Authors in Chelsea program have agreed to come next year, so already ahead of the game in that regard. Two of the Midwest Literary Walk authors have also agreed to come next year.
- See additional information in Board Packet Reports.

Other Reports Notes: None

Public Comment: Jennifer Kundak thanked everyone.

Action Item #1: Donations

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve and acknowledge the presented February 2020 donations of \$7,950.

Discussion: None

All Ayes: 6-0

Action Item #2: Approval of 2020-22 Strategic Plan

MOTION made by J. Carr, SECONDED by A. Merkel to approve the library's 2020-22 Strategic Plan that was presented in February. Discussion: None

All Ayes: 6-0

Action Item #3: Policies

MOTION made by A. Merkel, SECONDED by TJ Helfferich to approve Policy 441: Pandemics and Employee Handbook Subject: 409 Infectious Diseases as presented.

Discussion: None

All Ayes: 6-0

Discussion Item #3: Budget Development Calendar

Went over important dates on calendar and spoke about how to conduct budget meetings going forward.

Committee Reports

Policy Committee –

Finance Committee –

Personnel Committee –

Nominating Committee –

Community Outreach Committee –

Public and Board Comment:

Other Items:

Jan shared that she will continue to encourage the Friends to help with funding efforts, even with limited means.

Charlie asked that meeting rooms reopen as soon as the situation stabilizes, as he believes people will be looking for safe places to meet.

Jan asked about the Red Cross Blood Drive. Linda reported that it will continue as planned in the McKune Room on April 1, as the room can be closed off from the rest of the library and the Red Cross will be taking extra precautions.

Adjourn:

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 11:08 a.m.

All Ayes: 6-0

Janice L. Carr, Board Secretary

Date