

Minutes
For the West Bloomfield Township Public Library
Board of Trustees Meeting on
June 17, 2020
Held Virtually per Executive Order 2020-75

Present: Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer
(Jeff Crocker and Rob Pesale serving as hosts for the zoom meeting.)

Absent: None

Call to Order

President Holtz called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION:

MOVE TO APPROVE THE AGENDA FOR THE JUNE 17, 2020 MEETING.

Moved: Kravetz

Second: Macon

Ayes: Kravetz, Macon, Eickemeyer, Foster, Holtz, Meyer

Nays: None

MOTION CARRIED.

Correspondence

There was no correspondence received.

Public Comment

There was no public comment.

Approval of Minutes

MOTION:

MOVE TO APPROVE THE MINUTES FOR THE MARCH 18, 2020 MEETING AS WRITTEN.

Moved: Macon
Second: Kravetz
Ayes: Macon, Kravetz, Eickemeyer, Foster, Holtz, Meyer
Nays: None

MOTION CARRIED.

Financial Reports

The April 2020 and May 2020 financial reports were accepted.

Director's Report

Director Bohrer reported on the following:

- The mandatory training required by Executive Order was held for all staff prior to bringing them back to work and resuming service.
- The “curbside” first phase of resuming service began on June 8, 2020. It includes the availability of exterior book drops, placing holds, requesting circulating materials by phone, email or chat, parking lot pick-up, drive-up window service at Main and all existing virtual services, including the eLibrary and the summer reading program.
- The biggest issue with resuming service at this point is the need to quarantine and clean materials. This drastically slows down the check-in process causing users to worry about overdue fines. Users are being assured that overdue fines will not be assessed as promised.
- Parking lot pick-up was used more at the Branch than at the Main Library during the first week of service, but the drive-up window at Main was used much more than parking lot pick-up combined from both facilities. Staff processed 3500 holds just before resuming service and for the first several days a hold was coming in every 10 seconds.
- The Center for Disease Control (CDC) has recently issued recommendations for daily life. For the use of a library, the CDC suggests using digital and curbside services, which is exactly what we are providing at this point.
- Plante & Moran has started our annual audit through a remote process

The Director's Report was accepted.

Accounts Payable

The Board President recognized that the Treasurer or Vice-President went to the Library during closing to review all the invoices for expenses incurred and signed the corresponding checks.

MOTION:

MOVE TO RATIFY ACCOUNTS PAYABLE INCURRED FROM MARCH 25, 2020 THROUGH JUNE 13, 2020 IN THE AMOUNT OF \$1,071,517.99.

Moved: Macon
Second: Foster
Ayes: Macon, Foster, Eickemeyer, Holtz, Kravetz, Meyer
Nays: None

MOTION CARRIED.

MOTION:

MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$227,006.69.

Moved: Macon
Second: Foster
Ayes: Macon, Foster, Eickemeyer, Holtz, Kravetz, Meyer
Nays: None

MOTION CARRIED.

Review and Approval of Pandemic Preparedness and Response Plan and its Attachments

Director Bohrer went over the highlights of the pandemic preparedness and response plan and its attachments, which included the plan, procedures dealing with the cleaning/disinfecting regimen and engineering controls, the policy and application forms related to the Families First Coronavirus Act and a suggested revision to the Library's Rules of Conduct which includes a generic statement regarding the need to follow required pandemic-related behaviors. The content for the plan was driven by state and county Executive Orders, OSHA's *Guidance on Preparing Workplaces for COVID-19*, CDC guidelines and recommendations and MiOSHA's *COVID-19 Workplace Guidelines*. Bohrer answered questions from the Board on various aspects of the documents.

MOTION:

MOVE TO APPROVE THE PANDEMIC PREPAREDNESS AND RESPONSE PLAN AND ITS ATTACHMENTS AND DIRECT THAT THE PLAN BE MADE AVAILABLE ON THE LIBRARY'S WEBSITE UNDER LIBRARY POLICIES.

Moved: Foster
Second: Eickemeyer
Ayes: Foster, Eickemeyer, Holtz, Kravetz, Macon, Meyer
Nays: None

MOTION CARRIED.

Approval of L-4020 Tax Rate Request Form Provided by Township

President Holtz noted that the millage rate for 2020, as provided by the Township Assessor, has decreased by .0119 mil.

MOTION:

MOVE TO APPROVE THE 2020 TAX RATE FOR THE LIBRARY AT 1.3496 MIL.

Moved: Kravetz
Second: Meyer
Ayes: Kravetz, Meyer, Eickemeyer, Foster, Holtz, Meyer
Nays: None

MOTION CARRIED.

The meeting was adjourned at 7:43 p.m.

Carol Foster, Secretary