

**Minutes**  
**For the West Bloomfield Township Public Library**  
**Board of Trustees Meeting on**  
**July 8, 2020**  
**Held Virtually per Executive Order 2020-129**

**Present:** Eickemeyer, Foster, Holtz, Kravetz, Macon, Meyer, Bohrer  
Crocker and Pesale (hosts)

**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 JULY 8, 2020 MEETING WITH  
AN ADDITION OF CHANGE IN AUGUST 2020 MEETING DATE UNDER NEW  
BUSINESS.**

Moved: Kravetz

Second: Foster

Ayes: Kravetz, Foster, Eickemeyer, Holtz, Macon, 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 JUNE 17, 2020 MEETING.**

Moved: Foster

Second: Kravetz

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

Nays: None

**MOTION CARRIED.**

## **Financial Report**

The June 2020 financial statements were accepted.

## **Director's Report**

Director Bohrer reported on the following:

- The research report from the Institute for Museum and Library Service (IMLS) has been issued regarding the length of time COVID-19 remains active on library materials (hardcover books, paperback books, media), which informs the quarantine and cleaning practices of circulating materials.
- While the Governor's recommendations for libraries has still not been made public, new MiOSHA workplace guidelines for retail, libraries and museums has been published and our Library is in alignment with them.
- The increase in the use of digital materials, particularly eBooks and streaming video, has been very strong during April through June 2020.
- Approximately 3,600 cars have used curbside service from opening through June 30, 2020. The drive-up window at the Main Library continues to account for the largest amount of use, more than parking-lot pick-up combined at both facilities.
- Departmental reports covering the period of April-June, 2020 highlight activities were made available.

The Director's Report was accepted.

## **Accounts Payable**

### **MOTION:**

**MOVE TO APPROVE PAYMENT OF ALL BILLS AND ACCOUNTS DUE IN THE AMOUNT OF \$158,825.57 AND RATIFY EXPENSES INCURRED SINCE JUNE 17, 2020 IN THE AMOUNT OF \$79,354.48.**

Moved: Macon  
Second: Foster  
Ayes: Macon, Foster, Eickemeyer, Holtz, Kravetz, Meyer  
Nays: None  
**MOTION CARRIED.**

## **Review and Approval of Phase 2 Service Parameters and Set Start Date**

The Board reviewed and discussed the service parameters for Phase 2 of resuming service as identified in the Library's Pandemic Preparedness and Response Plan, which adheres to existing state orders and federal, state and local guidelines. Phase 2 includes all eLibrary digital services, all curbside services and introduces "grab and go" which brings users back into the facilities for short visits to:

- Browse circulating collections
- Select materials to enjoy at home and get materials placed on hold
- Ask for reader's advisory or reference assistance
- Pick up summer reading materials
- Use self-check stations to check out materials
- Obtain or renew library cards

The Board agreed with the addition of "grab and go" as the first step to introducing service within the buildings. No other use of the facilities will be included in Phase 2. The parameters also reflect behaviors to be followed by users, which will be part of the Library's Rules of Conduct, and posted at all entrances and throughout the facilities. They are:

- Wear a mask within the facilities per CDC guidelines
- Social distance 6 feet with anyone not living with you
- Adhere to capacity limits
- Keep visit to around 45 minutes
- Do not enter facilities if feeling ill or have COVID-19 symptoms

It was further pointed out that Director Bohrer has the ability, under the Pandemic Preparedness and Response Plan, to close the facilities and/or step back to Phase 1 should any issues arise with exposure to the virus or ongoing, unsafe behavior of users.

**MOTION:**

**MOVE TO APPROVE THE PARAMETERS FOR PHASE 2 OF RESUMING LIBRARY SERVICE AS IDENTIFIED IN THE PANDEMIC PREPAREDNESS AND RESPONSE PLAN ALONG WITH ITEMIZING REQUIRED BEHAVIORS IN THE RULES OF CONDUCT.**

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

**MOTION CARRIED.**

The Board discussed a start date, but did not feel it was prudent, at this point in time, to specify a length of time for Phase 2.

**MOTION:**

**MOVE TO BEGIN PHASE 2 OF RESUMING SERVICE ON JULY 15, 2020.**

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

**MOTION CARRIED.**

Bohrer reported that an eNewsletter will be distributed within the next day to alert users of Phase 2. The information will also be available on the Library's homepage.

**Consider Approval to Close Main Library Facility on August 4, 2020 Election Day**

The Board discussed whether or not to close the Main Library for the primary election. There was concern about capacity limits and social distancing because the Township clerk believes it may be record-breaking attendance for a primary.

**MOTION:**

Board Minutes  
July 8, 2020

**DUE TO THE EXISTING OPERATIONAL SITUATION WITH COVID-19, MOVE TO CLOSE THE MAIN LIBRARY ON TUESDAY, AUGUST 4, 2020 TO ACCOMMODATE THE ELECTION.**

Moved: Eickemeyer  
Second: Macon  
Ayes: Eickemeyer, Macon, Foster, Holtz, Kravetz, Meyer  
Nays: None  
**MOTION CARRIED.**

### **Budget and Personnel Committees**

President Holtz reported that the Board, serving as a committee of the whole, will review the FY 21-22 budget. She also appointed Trustees Eickemeyer and Kravetz to serve with her on a Personnel Committee.

The meeting was adjourned at 8:54 p.m.

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Carol Foster, Secretary