

Spring Lake District Library Board Minutes

March 26, 2020

Present: John Nash, Mark Powers, Peter Sherwood, Mary Eagin, Joan Board, Christine Burns, Gordon Gallagher

Also present: Maggie McKeithan, Library Director, Amanda Rantanen, Business Manager

** NOTE that per order of the Governor of the State of Michigan – a virtual meeting was held using ZOOM. The meeting was recorded for future reference.

The meeting was called to order at 10:04 a.m. by President, John Nash

Motion to approve the agenda made by Gordon Gallagher and supported by Chris Burns. The motion was approved.

There were public listening in on the meeting – but no Public Comment was made.

Motion by Chris Burns, and supported by Peter Sherwood, to **approve the minutes of the February 14, 2020 meeting**. The motion was approved.

Motion by Peter Sherwood, and supported by Chris Burns, to **accept the financial reports from February 2020 and approve the payment of bills**. A roll call vote was taken: Nash – yes, Powers – yes, Sherwood – yes, Eagin – yes, Burns – yes, Gallagher – yes. (Joan Board was on the phone but not able to be heard) Motion was approved.

Director's Report - Maggie presented a written report of her work the previous month.

- The library is closed, and full-time staff are working from home – particularly keeping up with social media.
- Maggie has been keeping the Board members updated via frequent emails.
- Maggie is coming into the library daily – to check on the building, water plants, and take care of some tasks that can only be done onsite (renewing library cards)
- The best way to communicate with the library staff (general public) is through Facebook messenger – as staff are watching that and responding.
- Maggie noted that she is checking on the possibility of having the library phones forwarded, or at least changing the message when patrons call to allow just one “voicemail” box that staff can check daily.
- Maggie noted that they had a Department staff meeting (via Zoom) on Tuesday of this week to look at what can be accomplished during this shut down. The full-time staff is staying busy with re-scheduling programming, social media, etc. There is not a lot that part-time staff can do from home.
- It was noted that there are 8 full-time staff and 23 part-time staff, currently employed at the library.

Old Business:

- Maggie noted that the new tables have been ordered and were due to arrive on April 9 – but the library will still be closed. She will arrange delivery as soon as she knows when the library will be re-opened.
- Nothing further on the copy machines – Maggie has bids but has not proceeded with evaluating those bids.

New Business:

Millage Ballot language – Motion by Gordon Gallagher and supported by Chris Burns to approve putting the millage request on the August 2020 Primary Ballot – the language to be drawn up the library attorney and reviewed by the Library Director, Business Manager, and the Board Treasurer. The ballot language would include the request for a renewal of 1.1285 mils already approved by the SLDL Board. A roll call vote was taken: Nash – yes, Powers – yes, Sherwood – yes, Eagin – yes, Burns – yes, Gallagher – yes. (Joan Board was on the phone but not able to be heard) Motion was approved.

It was noted that the Ballot Language should be forwarded to the SL Township Board for their April 2020 Board Meeting – as they must approve putting it on the ballot.

Coronavirus and the impact on the Library – The major impact for the staff is the uncertainty of being paid.

Motion by Mark Powers and supported by Chris Burns to continue to pay staff throughout the shut-down. Full-time staff will receive their normal pay, and part-time staff will be paid as they are normally scheduled, until further notice. (it was noted that they would have at least a one week notice of a meeting to consider changing this policy). A roll call vote was taken: Nash – yes, Powers – yes, Sherwood – yes, Eagin – yes, Burns – yes, Gallagher – yes. (Joan Board was on the phone but not able to be heard) Motion was approved.

John Nash recommended that staff be asked to document their time working from home. Part-time staff are encouraged to help where they can and volunteer in the community, where they can safely do so.

Future opening date – at this time the Governor’s order indicates that we will be closed through April 13. We understand that there is potential for that to be extended.

Maggie noted that upon authorization to re-open, some of the programs may need to wait to begin as there may still be continued recommendations on social distancing. The Board indicated that Maggie should use information that she gathers from other Lakeland Libraries, Michigan Library Association and our attorney, to make those decisions – and she has the support of the Board.

Motion by Peter Sherwood and supported by Chris Burns to adjourn the meeting at 10:53 a.m. Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary