

**Spring Lake District Library Board Minutes**  
**May 22, 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; Kim Lindsay, auditor from Rehmann Robson.

\*\* NOTE that per order of the Governor of the State of Michigan – a virtual meeting was held using ZOOM.

**The meeting was called to order** at 10:02 a.m. by President, John Nash

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

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

Kim Lindsay of Rehmann Robson presented the 2019 SLDL Financial Audit. Kim addressed questions from Board members during his presentation. Motion by Gordon Gallagher and supported by Mary Eagin to accept the 2019 Audit. Roll call was taken - motion was approved unanimously.

Motion by Gordon Gallagher, and supported by Chris Burns, to **approve the minutes of the April 17, 2020 meeting**. The motion was approved.

Motion by Gordon Gallagher, and supported by Chris Burns, to **accept the financial reports from April 2020 and approve the payment of bills**. Roll call was taken - motion was approved unanimously.

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

- The library continues to be closed. Maggie continues to be in close communication with Lakeland, the Library of Michigan staff and others concerning reopening.
- Lakeland Library Cooperative has announced that they will be waiving all fines through September for materials checked out of all Lakeland Libraries. This is necessary because once books are able to be returned, they will need to be quarantined before actually processing them as returned.

**Old Business:**

Maggie presented a final copy of the **Strategic Plan** for Board approval.

It was recommended that the Mission statement have a minor edit, to read:

**We connect and enrich our communities through access, ideas, and experiences for all.**

Motion by Chris Burns and supported by Gordon Gallagher to approve the Strategic Plan, as presented, with the one change. Roll call was taken - motion was approved unanimously.

**New Business:**

Maggie presented a new **Service Policy - #421 Pandemic Policy**. Amanda noted that per MIOSHA guidelines, a policy must be in place by June 1 or within 2 weeks of opening. It was noted that this may be a “fluid” document with changes necessary as SLDL navigates the continuing challenges of this pandemic.

It was recommended the rather than “social distancing” the phrase “physical distancing” be used as that more appropriately applies to the library situation. It was also recommended that the policy indicated that staff stay home if members of their immediate family are exposed or sick.

**Motion by Chris Burns and supported by Peter Sherwood to approve the Pandemic Policy with the indicated changes.** Roll call was taken - motion was approved unanimously.

Discussion was held on the re-opening of the library, as Maggie continues to work on plans for what re-opening would look like and what steps need to be taken prior to re-opening. John Nash indicated that the Library Board should have a meeting, prior to re-opening, to allow Maggie to share the final plans with the Board. This would also allow for any policy additions/changes necessary for re-opening.

Mary Eagin reported that the YeSLDL millage committee is working on fundraising in order to provide marketing materials for the millage campaign. The committee is planning to get information to voters in anticipation of absentee ballots going out in mid-June.

Motion by Joan Board and supported by Peter Sherwood to adjourn the meeting at 11:36 a.m. Motion was approved unanimously.

Respectfully submitted,

Mary Eagin, Secretary