

Northfield Township Area Library
Regular Board Meeting Minutes ~~XXXXXXXXXX~~
5/18/2021

- I. Call to Order and Roll Call: Meeting called to order at 7:00 pm by R. Spooner
Present: J. Secrist, G. Hermann, C. Watkins, S. Purrington, L. Strausbaugh,
Z. Nelson (Ex Officio), M. Goldwyn (Ex Officio)
- II. Additions to the agenda: Reopening Plan Phase 4
- III. Correspondence: none
- IV. Approval of Minutes:
A motion to approve the minutes from the April 20, 2021, meeting was made by J. Secrist, seconded by C. Watkins, and was unanimously approved.
- V. Comments from the Public: none
- VI. Library Director's Report:

Z. Nelson:

- Masks: Zaley said she was expecting an update from MiOSHA following the revised mask mandate from MDHHS on May 15th. The existing MiOSHA rules requires employees and patrons to wear masks.

An amended Phase 4 was presented that states that "The Library will follow MDHHS and MiOSHA's order requiring face masks for patrons and staff." This will allow the library to adjust the mask policy to mirror MDHHS and MiOSHA Emergency Rules as they are updated.

Zaley continued saying that enforcing the mask mandate is... *(then a train interrupted her)* ... difficult, as some staff may leave if they must work with unmasked people. She continued saying that some staff may leave if they are required to get vaccinated.

A motion to adopt amended Phase 4, effective June 1 was made by R. Spooner and seconded by G. Hermann was unanimously approved.

Personnel: A discussion took place loosely describing the nature of the complaint from library staff. The resolution to the complaint was; take the community bulletin board down, issue a statement of inclusion, and a letter to the employee from personnel committee was sent. (This topic is covered further in IX. New Business.)

VII. Financial Report:

J. Secrist presented the Financial Report from April 30, 2021.

A motion to accept the financial report was made by S. Purrington and seconded by C. Watkins was unanimously approved.

VIII. Unfinished Business:

a. Digital sign update

A simulation of the sign will be made to evaluate the size and placement. It will be demonstrated on May 25th at 5:00.

b. Masks

(see section VI. Library Director's Report above)

IX. New business:

a. Board Statement

After some discussion regarding the purpose and the nature of the *Library Board Statement* in response to the staff complaint, it was decided to have the Policy Committee meet to review the board statement. The meeting will take place on May 25th at 6:00pm.

b. Community Bulletin Board

The Policy Committee will also meet to review the Community Bulletin Board. The options to consider are removing the bulletin board, what is the purpose of the bulletin board, redefine what gets posted, what type of bulletin board will it be.

A motion to suspend use of the board until a report from the Policy Committee was made by R. Spooner and seconded by J. Secrist was unanimously approved.

c. Budget Amendments

Zaley proposed adjustments to the line items for holiday bonus and printing.

A motion to approve the two proposed budget amendments was made by J. Secrist and seconded by S. Purrington was unanimously approved.

d. 271 Transfer to 405

A motion to transfer \$10,000 from 271-999-999 and into 405-960-935 was made by J. Secrist and seconded by S. Purrington was unanimously approved.

e. Debt service payment

A motion to pay the Township, \$3,214 for the debt service on the land contract for fiscal year 2020-2021 was made by J. Secrist and seconded by S. Purrington was unanimously approved.

f. Township Administration Fee

A motion to pay the Township, their annual fee of \$11,060 for fiscal year 2020-2021 was made by J. Secrist and seconded by S. Purrington was unanimously approved.

g. Policy 300.4

A motion to adopt as amended the Policy 300.4 was made by R. Spooner and seconded by S. Purrington was unanimously approved.

X. Comments from the Board: none

XI. Comments from the public: none

XII. Adjournment: 8:12 pm

A motion to adjourn was made by G. Hermann and seconded by C. Watkins was unanimously supported.



Date: June 15, 2021

Gerald Hermann
Secretary Northfield Township Area Library