

SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

JUNE 9, 2020

Meeting was brought to order by President Mary-Ann Meyer at 10:05 am. Also present was Jane Bosserd, Deb Willison, Carol Keller, Janet Hayes, Library Director Lois Lovell, Associate Director Debbie Poling. Guests were Dick Beauchamp and Mary Nellans.

Deb W. made a motion to accept the March 10, 2020 minutes, Carol seconded it. Motion passed.

- Treasurers Report: Carol
 - March Financial Report: Beginning balance on March 1, 2020 was \$89,247.09. With deposits the total income with beginning balance was \$154,442.26. Total expenses were \$18,260.85. Ending balance on March 31 was \$136,181.41. Janet made a motion to accept the March financial report, Jane seconded it. Motion passed.
 - April Financial Report: Beginning balance on April 1, 2020 was \$136,181.41. With deposits the total income with beginning balance was \$174,487.59. Total expenses were \$20,490.29. Ending balance on April 30 was \$153,997.30. Jane made a motion to accept the April financial report, Janet seconded it. Motion passed.
 - May Financial Report: Beginning balance on May 1, 2020 was \$153,997.30. With deposits the total income with beginning balance was \$154,846.23. Total expenses were \$14,617.40. Ending balance was \$140,228.83. Deb W made a motion to accept the May financial report, Janet seconded it. Motion passed.
- Library Directors Report: Lois
 - Due to the resignations of 3 board members, Mary Nellans is stepping in to be an interim board member so we can have a quorum. Jane made a motion to accept Mary as interim board member, Carol seconded it. Motion passed.
 - Covid 19 Policies
 - Pandemic Preparedness Plan: Mary N made a motion to accept the Pandemic Preparedness Plan with word revisions, Jane seconded it. Motion passed.

- Library Reopening Policy and Procedures Regarding the Covid19 Pandemic: Carol made a motion to accept this policy with word revisions, Janet seconded it.
 - Optional Remote Patron Pickup starting June 15: Deb W made a motion to accept this policy with word revisions, Carol seconded it. Motion passed.
 - Quarantining of Materials: Janet made a motion to accept this policy, Mary N. seconded it. Motion passed.
 - Staff Schedule for the Library Reopening starting July 6: Deb W made a motion to accept this policy, Mary N. seconded it. Motion passed.
- BHS insurance policy for the year 2020-21: Janet made a motion to accept the policy, Deb W seconded it. Motion passed.
- Summer Reading Report: Starting June 15, it will be online. There will be an online puppet show and Outdoor Discovery Center in August. There will be a series of challenges for the participants to win prizes. Names will go in a drawing and there will be 2 to 3 winners a week. All prizes will be given in August.
- Required water testing: This is required because of the Flint water crisis. Township is paying for this.
- Old Business: Ongoing concerns: lawn not being mowed consistently, Youth area air conditioner condenser needs to be replaced, soffit.
- New Business:
 - Pay library employees full pay: Based on discussions with other libraries and the Library of Michigan attorney, we recommend to continue employees full pay regardless of hours worked because of Covid 19 through 2020-21 fiscal year. Mary N made a motion to accept this policy, Deb W seconded it. Motion passed.
 - Lois is staying on as director until the end of March 2021 instead of leaving the end of December 2020.

Deb made a motion to adjourn, Janet seconded it. Meeting adjourned at 12:02pm.

Respectfully Submitted,

Janet Hayes

Secretary