

**Community District Library Board of Trustees  
Regular Board Meeting Minutes  
Corunna Branch**

**Virtual Zoom Meeting**

**November 18, 2020**

**Opening**

The regular meeting of the Community District Library Board of Trustees was called to order at 7:00 p.m. on November 18, 2020, remotely using Zoom (Audio and Video software) by Board Chair, Judy Bowers. Followed by the Pledge of Allegiance.

**Present**

Diane Lahmann, Marge Hamill, Judy Bowers, Patty Fraser, Ann Voorhies, Geri Hagadon, Karen Hornus and Mike Tobias.

Also present: Jami Cromley and Linda Hudecek.

- **Approval of agenda:**

Motion made by M. Hamill to approve the agenda with the addition of the Covid Preparedness plan, seconded G.Hagadon, motion accepted.

- **Approval of minutes:**

Motion made by D. Lahmann to approve the October 28, 2020 regular minutes, seconded by K. Hornus, motion accepted.

- **Approval of payment of bills**, (checks #7118-7142) in the amount of \$ 15,312.81, forwarded from the Budget and Finance Committee, roll call vote, motion accepted.

- **Approval of motion to accept the current budget report**, dated November 2020, forwarded from Budget and Finance Committee, roll call, motion accepted.

**Citizen comments:** None.

**Communications Received:** None.

**Old Business:**

- None.

**New Business:**

- Sarah Talbot with AHP joined the meeting via Zoom, to present the findings of the 2019-20 Library audit. She detailed that the library is good shape and has provided board members with copies of audit for their review. Board members will give final approval at the next meeting December 14, 2020.
- Slate of Board Officers was discussed with motion made by G. Hagadon to keep current slate for the year 2021, seconded by A. Voorhies, motion accepted.
- The Board meeting dates and 2021 holidays dates was discussed with motion made by M. Hamill to approve with second by D. Lahamann, motion accepted.

**Directors Report:**

- Jami outlined the libraries response to the M.D.H.H.S. latest Emergency Rules for Covid-19. In detail she provided risk levels and how each staff member should follow the mandatory safeguards. Each branch has been provided the P.P.E to protect staff and patrons.
- The Strategic planning committee's library survey has completed, with 334 responses, both online and paper form. Findings will be added to a report for board members to review.
- A new staff member has been selected to fill the opening in the Perry branch, with the retirement of staff member Moore. She will be training the first week in December.
- Jami tried to attend the virtual meeting concerning a Motion to Compel hearing on the O'Berry Trust, but had technical difficulties. Results for that meeting was that successor trustee needed to up speed compliance.
- Jami is researching vendors for the updating of the Libraries website, with plans to make it much more user friendly and easier for maintenance.
- The Byron branch has found that with the High School being closed and with no other staff in building that the library should be closing an hour earlier, to avoid safety issues for library staff member. They will return to normal hours when the school resumes at normal hours.
- Jami has attended several meetings, most virtual.
- Programming is continuing in the branches, with lots of creative ideas being used. A virtual visit from Abraham Lincoln, to a visit by Christian author Lynn Austen and the wonderful story times with Miss Joanie. This is the second round for the "Grab and Go" kits for adults and kids and response to them has been a resounding hit!
- Patron traffic has been slow in all of the branches due to the current state of Covid, but the staff has been busy helping patrons with all of their library needs.
- The December 14<sup>th</sup> meeting date usually was for the annual board and staff brunch, but with the need for social distancing, it will be cancelled for this year. A motion was made by G. Hagadon to move the meeting starting time from the scheduled 9:00 a.m. to 7:00 p.m., seconded by D. Lahmann, motion accepted.

Adjournment: 8:00.

Recorded: Linda Hudecek