

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, June 2, 2020**

Members Present: C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, D. Mecklenborg, K. Polidori, and Director j. halloran

Members Absent: None

Guest: None

The electronic board meeting (video conference) was called to order at 5:40 pm by D. Mecklenborg.

Motion: J. Matthews moved and K. Polidori seconded to approve the agenda. Unanimous vote; motion carried.

FYI: MiOSHA COVID-19 Workplace Guidelines: available electronically. Reopening Guidance for Libraries from American Industrial Hygiene Association. Michigan Library Association Primary Source Newsletter. Budget Report.

Motion: J. Matthews moved and K. Polidori seconded to approve the Board Meeting minutes of May 5, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for May, 2020 are \$52,800.00. Total bills for June, 2020 are \$9,642.60 with the addition of Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, and Spinal Column, when received.

Motion: J. Matthews moved and J. Gaglio seconded to approve the May, 2020 and June, 2020 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: The May 13th issue of the Spinal Column reported on the status of the library.

UNFINISHED BUSINESS

Library Network Update: The Shared System Users Group (SASUG) held virtual meetings concerning re-opening issues. Due dates of all items have been extended. Returned items will sit about 72 hours in quarantine before discharging, so patrons may notice items on their accounts for longer than anticipated. The Shared Automated System (SAS) is not currently activating new holds.

Building Maintenance: R. Diedrich has been contacted regarding the approval of the proposal for building re-staining. Goyette changed HVAC filters. The water system will be flushed out prior to re-occupying the building. Library Design has delivered the Youth stool. The YA area shelving is in the Library Design warehouse. The carpet/paint project is on hold.

Strategic Planning: The Civility Project, CommUnity Civility, will have an online interactive workshop on Thursday, July 30th, 7-8pm. The Civility Project seeks to bring people of opposing

viewpoints together for healthy disagreement, personal interactions and constructive conversations.

Square: No additional fees for paying with a credit card will be imposed upon patrons when making payments to the library, with the exception of Community Room rental.

NEW BUSINESS

Pandemic Response: COVID Preparedness and Response Policy: Key to reopening are the status of the Executive Order (EO) and availability of PPE and sanitization supplies. An increased cleaning schedule with 3 full cleanings and 6 disinfection cleans will ensure the facility is maintained 6 days/week. The building is being disinfected nightly by a professional company. The CDC recommends drinking fountains be turned off. Discussed CoVid Preparedness and Response Plan.

Motion: C. Hamill moved and J. Matthews seconded to adopt the CoVid Preparedness and Response Policy and Plan as amended. Roll call - unanimous vote; motion carried.

Patron Behavior Policy: Updates in the Patron Responsibilities and Rules of Conduct Policy are needed to accommodate any current and future Executive Orders.

Motion: J. Gaglio moved and J. Matthews seconded to amend section 11 in the Patron Responsibilities and Rules of Conduct Policy, as presented. Roll call - unanimous vote; motion carried.

Public Comment: None

Adjournment: K. Polidori moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:52 pm.

Respectfully Submitted,

Cindy Dombrowski