

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

September 16, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 17, 2019 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:29 p.m.

Members present:

Jann Dagg  
Fred Inman  
Maureen Miller  
Sue Pevovar  
David Wirth

Members absent: Betsy Lepak, Lanita Love

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager  
Yaakov Black, Plante & Moran  
Justin Kolbow, Plante & Moran

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Wirth to approve the warrant requests, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on June 17, 2019 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

**CITIZEN'S COMMENTS**

None

**FY 2017-2018 AUDIT PRESENTATION: PLANTE & MORAN**

Yaakov Black and Justin Kolbow presented the annual audit report

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

## **BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

## **DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

Great stuff going on with community engagement - comic con at the Community Center, Jaycees Kindness Rally, Farmers Market presence, Sizzling Summer Series in coordination with the Township. Schools Youth One Card, Blood Drive, Emily Steffans homeschooling events. Added Tween programming, coding class for girls. Marketing Coordinator 10.1.19 Megan Grant. Still waiting for furniture for cafe. Carpet in cafe replaced. New website launch. Corrective action was taken on the OPEB due to PA 202 we should be above the 40% due to changes that took place after the audit period. June and July produced nice increases in circulation. August returned a slight decrease. A couple of bike thefts over the summer. Laptop stolen from cafe.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Board Meeting Schedule 2019-2020:

### **MOTION**

A motion was made by Wirth to approve the Board Meeting schedule 2019-2020, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

Appointment of Committees:

### **MOTION**

A motion was made by Wirth to postpone committee appointments until a later date, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

HVAC Preventative Maintenance Plan:

### **MOTION**

A motion was made by Dagg to approve a 3 ½ year contract extension to Tech Mechanical in the amount of \$39,800 per year, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

Resignation of Lonita Love - Trustee:

**MOTION**

A motion was made by Wirth to begrudgingly accept the resignation of Lonita Love - Trustee and thanked her for her service to the Library Board, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

**MOTION**

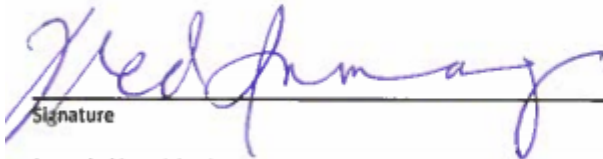
A motion was made by Wirth to adjourn, seconded by Miller. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Wirth

Nays: None

The meeting was adjourned at 6:16 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

November 18, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 18, 2019 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:29 p.m.

Members present:

Jann Dagg  
Fred Inman  
Betsy Lepak  
Sue Pevovar  
David Wirth

Members absent: Maureen Miller

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager  
**Megan** Grant, Marketing Coordinator

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Wirth to approve the warrant requests, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on September 16, 2019 seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

**CITIZEN'S COMMENTS**

Garrett Hungerford introduced Megan Grant, the library's new Marketing Coordinator  
Jann Dagg suggested honoring the late Molly the Old English Sheepdog and her contributions to the library's successful millage campaign in 2014.

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

## **DIRECTOR'S REPORT**

Director Garrett Hungerford presented his report.

Hungerford thanked the Board for allowing him to take a six-week paternity leave to spend with his new daughter. Hungerford also thanked the department heads for keeping the library running while he was away. Discussed the meeting room AV upgrade to follow later in the meeting. Reviewed the draft floor plan for the second floor expansion. Construction costs will be obtained once plans are finalized. Still waiting to hear the outcome of the Detroit Diesel tax tribunal case. We had a successful in-service day which covered finding out about individual personality traits and the administration of NARCAN in case of an opioid overdose. We still have a maintenance position vacancy to fill. Planning for Books & Bytes has begun for a proposed date of Saturday, May 9<sup>th</sup>. Stats for website visits have changed with our upgrade. Overall circulation statistics continue to trend upwards.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

Meeting Room AV Project

### **MOTION**

A motion was made by Wirth to award the contract to Sound Planning Communications in an amount not exceed \$40,000, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

## **NEW BUSINESS**

Space Planning Document Review:

No action necessary

Retiree Healthcare Stipends Adjustment 2020:

### **MOTION**

A motion was made by Wirth to continue current reimbursement rates for 2020, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

State of Michigan Public Act 152 of 2011

### **MOTION**

A motion was made by Lepak to continue to opt-out of Michigan Public Act 152 of 2011, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

**MOTION**

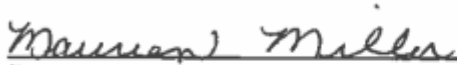
A motion was made by Dagg to adjourn, seconded by Lepak. The motion passed.

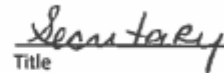
Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

The meeting was adjourned at 5:54 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Title

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

December 16, 2019

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, December 16, 2019 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:31 p.m.

Members present:

Jann Dagg  
Betsy Lepak  
Maureen Miller  
Sue Pevovar  
Felicia Thomas  
David Wirth

Members absent: Fred Inman

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager  
Kimberly Bolan, Kimberly Bolan and Associates

**MOTION**

A motion was made by Miller to approve the Agenda, seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Wirth to approve the warrant requests, seconded by Dagg. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on November 18, 2019 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Wirth

Nays: None

**CTIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

## **DIRECTOR'S REPORT**

Director Garrett Hungerford presented his year in review report.

Cafe flooring will be replaced under warranty at the beginning of January. On Monday 12/16/19 we started 30-minute early access to the lobby and cafe. Tuesday, 12/17/19 we will begin "curb side" pickup of materials on hold. Going fine free has been a success and is evident in our increase in circulation statistics. Retiree healthcare was moved to a HSA and cut expenditures in half while retaining existing benefits. LED signage was updated and allows us to have more flexibility in promoting programs and important information. The library website was updated and is now mobile friendly with about 60% of usage coming from mobile devices. We hired a marketing coordinator, Megan Grant, and she has been busy working on a brand identity for our online presence. The library staff continues to do an amazing job weeding the collection to make it up-to-date and relevant for our patrons. The meeting room AV upgrades will commence in early January. The library is currently fully staffed with the recent addition to the maintenance team. The winter newsletter will be reaching residents at the end of the month. We completed our facility planning as part of our strategic plan.

## **COMMITTEE REPORTS**

None

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Appointment of Felicia Thomas to the Library Board:

### **MOTION**

A motion was made by Wirth to appoint Felicia Thomas as Trustee with a term expiring June 30, 2020, seconded by Dagg. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Wirth

Nays: None

Space Planning Document Review:

No action necessary

501(c)(3) status:

No action necessary

FY 2019-2020 Budget Amendments:

### **MOTION**

A motion was made by Miller to approve the budget amendments as presented, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None



**MOTION**

A motion was made by Dagg to adjourn, seconded by Wirth. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

The meeting was adjourned at 5:57 p.m.

Respectfully submitted,

*Maurice Miller*

Signature

Recorded by Michael Gazzarari

*Secretary*

Title

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING  
January 27, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 27, 2020 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

Members present:

Jann Dagg  
Fred Inman  
Maureen Miller  
Sue Pevovar (arrived at 4:32)  
Felicia Thomas

Members absent: Betsy Lepak, David Wirth

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Dagg to approve the Agenda, seconded by Miller. The motion passed. Ayes:  
Dagg, Inman, Miller, Thomas  
Nays: None

**MOTION**

A motion was made by Miller to approve the warrant requests, seconded by Dagg. The motion passed.  
Ayes: Dagg, Inman, Miller, Thomas  
Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on December 16, 2019 seconded by Pevovar. The motion passed.  
Ayes: Dagg, Inman, Miller, Pevovar, Thomas  
Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

Garrett Hungerford submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**DIRECTOR'S REPORT**

All large projects are now complete. The meeting room AV upgrade was the last of those projects. The flooring in the café has been replaced under warranty. There are still vacancies on the Personnel and Budget committees which are scheduled for 2/3/20 and 2/10/20 respectively. We will be interviewing substitute librarians as our pool has shrunk. Rally for Reading will happen on Saturday, June 13, 2020. This program will effectively be replacing Books & Bytes. We will be reaching out to corporate donors to support the event. In the fall of 2020 we plan to have a formal ticketed event to acknowledge donors. We are beginning to start our work plan for 2020-2021 fiscal year to address items on our strategic plan.

**COMMITTEE REPORTS**

Director review

**OLD BUSINESS**

None

**NEW BUSINESS**

**MOTION**

A motion was made by Dagg to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Miller, Pevovar, Thomas

Nays: None

The meeting was adjourned at 5:16 p.m.

Recorded by Michael Gazzarari

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 17, 2020 in the library.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

Members present:

Jann Dagg  
Fred Inman  
Sue Pevovar  
Felicia Thomas  
David Wirth

Members absent: Maureen Miller

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Pevovar. The motion passed. Ayes:

Dagg, Inman, Pevovar, Thomas and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the warrant requests, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Pevovar, Thomas and Wirth

Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on January 27, 2020 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Pevovar, Thomas and Wirth

Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

Garrett Hungerford submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

The Budget to Actual Report was presented to the Board.

**DIRECTOR'S REPORT**

All large projects are now complete. Projects for FY 20-21 will include new meeting room tables and updated building access controls. We recently hired two new substitutes to build our sub pool. We are using Edelweiss, a collection development program, will help with filling in gaps in the collection. This program will help avoid purchasing items that never circulate. Megan has been working on securing sponsorships for Rally for Reading. Circulation stats are up about 6% for the fiscal year. There was a verbal altercation between a security monitor and a patron. A incident report was made and a police report was filed by the security monitor at the police station

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Draft Budget FY 20-21

### **MOTION**

A motion was made by Wirth to approve the draft budget for FY 20-21 as presented and to schedule the public hearing for March 16, 2020 at 4:30, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Pevovar, Thomas and Wirth

Nays: None

A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Pevovar, Thomas and Wirth

Nays: None

The meeting was adjourned at 5:30 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING  
April 20, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, April 20, 2020 remotely via GoToMeeting.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:32 p.m.

Members present:

Jann Dagg  
Fred Inman  
Betsy Lepak  
Maureen Miller  
Sue Pevovar  
Felicia Thomas  
David Wirth

Members absent: None

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Dagg to approve the Agenda, seconded by Miller. The motion passed. Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Wirth to approve the warrant requests, seconded by Pevovar. The motion passed. Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on February 17, 2020 seconded by Thomas. The motion passed. Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth  
Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

The library continued to be closed to staff and public in accordance with Governor Whitmer's executive order. Additional funds were spent on Hoopla to provide additional digital content to patrons. Rally for Reading, scheduled for June has been officially cancelled. It is our intention to reopen the library in phases. Each phase will include increasing services to patrons as allowable. Statistics of online databases has increased due to the closure of the library.

## **COMMITTEE REPORTS**

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **FY 2020-2021 Budget**

##### **MOTION**

A motion was made by Wirth to approve the budget for FY 20-21 as presented with millage rates of Operating millage #1 - .9148, Operating millage #2 – 1.3872 and Debt reduction millage - .66 , seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

#### **FY 2019-2020 Budget Amendments**

##### **MOTION**

A motion was made by Miller to approve the budget amendments for FY 19-20 as presented, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

#### **FosterSwift Rate Increase**

No motion necessary

#### **Endowment Fund Grant Distribution Resolution**

##### **MOTION**

A motion was made by Wirth to approve the annual distribution in the amount of \$1,073.20, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

#### **Pre-Schematic Cost Study**

##### **MOTION**

A motion was made by Wirth to approve the pre-schematic cost study, seconded by Pevovar. The motion passed.

Ayes: Inman, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

Abstain: Dagg

#### **Emergency Closure Policy**

##### **MOTION**

A motion was made by Dagg to approve emergency closure policy, seconded by Lepak. The motion passed.

Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

#### **Solar Roof Project**

No motion necessary

A motion was made by Wirth to adjourn, seconded by Dagg. The motion passed.  
Ayes: Dagg, Inman, Lepak , Miller, Pevovar, Thomas, Wirth  
Nays: None

The meeting was adjourned at 5:40 p.m.

Recorded by Michael Gazzarari



REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING  
April 20, 2020

APPROVED

The public budget hearing of the Redford Township District Library Board of Trustees was held on Monday, April 20, 2020 remotely via GoToMeeting.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:30 p.m.

Members present: Jann Dagg  
Fred Inman  
Betsy Lepak  
Maureen Miller  
Sue Pevovar  
Felicia Thomas  
David Wirth

Members absent: None

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Lepak. The motion passed. Ayes:  
Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth  
Nays: None

**CITIZEN'S COMMENTS**

None

**MOTION**

A motion was made by Miller to adjourn, seconded by Dagg. The motion passed.  
Ayes: Dagg, Inman, Lepak, Miller, Pevovar, Thomas, Wirth  
Nays: None

The meeting was adjourned at 4:32 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING  
May 18, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 18, 2020 remotely via GoToMeeting.

The meeting was called to order by Presiding Officer Betsy Lepak, Vice President, at 4:30 p.m.

Members present:

Jann Dagg  
Betsy Lepak  
Sue Pevovar @ 4:35  
Felicia Thomas  
David Wirth

Members absent: Fred Inman, Maureen Miller

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Dagg to approve the Agenda, seconded by Wirth. The motion passed. Ayes:  
Dagg, Lepak, Miller, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Wirth to approve the warrant requests, seconded by Dagg. The motion passed.  
Ayes: Dagg, Lepak, Miller, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the public budget hearing and regular meeting on April 20, 2020 seconded by Wirth. The motion passed.  
Ayes: Dagg, Lepak, Miller, Thomas, Wirth  
Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

The stay-at-home order was extended through May 28, 2020. The library is ready for curbside service once allowed. We are currently in phase 3 now, phase 4 will continue office work remotely when feasible. The library will be quarantining returned items for 3 days in accordance with data from the CDC. Hoopla downloads continue to do well. We have had 25 online library card applications that have been processed and mailed.

**COMMITTEE REPORTS**

**OLD BUSINESS**

None

## **NEW BUSINESS**

### **Form L-4029 Tax Request**

#### **MOTION**

A motion was made by Wirth to approve the Form L-4029 for FY 20-21 as presented with millage rates of Operating millage #1 - .9026, Operating millage #2 – 1.3645 and Debt reduction millage - .63 , seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar Thomas, Wirth

Nays: None

### **Reopening Policy**

#### **MOTION**

A motion was made by Wirth to approve the reopening policy as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

### **Preparedness and Response Plan**

#### **MOTION**

A motion was made by Wirth to approve the preparedness and response plan as presented, seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak, Miller, Pevovar, Thomas, Wirth

Nays: None

#### **MOTION**

A motion was made by Wirth to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak , Pevovar, Thomas, Wirth

Nays: None

The meeting was adjourned at 5:27 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING  
June 15, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 15, 2020 remotely via GoToMeeting.

The meeting was called to order by Presiding Officer Fred Inman, President, at 4:31 p.m.

Members present:

Jann Dagg  
Fred Inman  
Betsy Lepak  
Sue Pevovar  
Felicia Thomas  
David Wirth

Members absent: Maureen Miller

Also present: Garrett Hungerford, Director  
Michael Gazzarari, Business and Facilities Manager

**MOTION**

A motion was made by Wirth to approve the Agenda, seconded by Dagg. The motion passed. Ayes:  
Dagg, Inman, Lepak, Pevovar, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Dagg to approve the warrant requests, seconded by Lepak. The motion passed.  
Ayes: Dagg, Inman, Lepak, Pevovar, Thomas, Wirth  
Nays: None

**MOTION**

A motion was made by Dagg to approve the Minutes of the regular meeting on May 18, 2020 seconded by Wirth.  
The motion passed.  
Ayes: Dagg, Inman, Lepak, Pevovar, Thomas, Wirth  
Nays: None

**CITIZEN'S COMMENTS**

None

**FINANCIAL REPORT**

David Wirth submitted the Financial Report to the Board.

**BUDGET TO ACTUAL REPORT**

Garrett Hungerford presented the Budget-to-Actual report to the Board.

**DIRECTOR'S REPORT**

Curbside service has begun. We are looking forward to offering limited lobby service and computer usage by appointment. Our tentative date is Monday, June 29<sup>th</sup>. We will be using guidelines set forth by the state to determine patron occupancy based on the square footage of the library for Phase 5. We have ordered an additional 10 hotspots to circulate to patrons.

**COMMITTEE REPORTS**

**OLD BUSINESS**

None

## **NEW BUSINESS**

### **Reopening Plan**

#### **MOTION**

A motion was made by Dagg to approve the reopening plan as presented, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Thomas, Wirth

Nays: None

#### **MOTION**

A motion was made by Dagg to adjourn, seconded by Pevovar. The motion passed.

Ayes: Dagg, Lepak, Pevovar, Thomas, Wirth

Nays: None

The meeting was adjourned at 5:13 p.m.

Recorded by Michael Gazzarari