

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
September 21, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, September 21, 2020 remotely via Zoom.

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
Sue Pevovar
David Wirth

Members absent: Felicia Thomas

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

MOTION

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

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

MOTION

A motion was made by Lepak to approve the Minutes of the regular meeting on June 15, 2020 seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

CITIZEN'S COMMENTS

None

FY 2019-2020 AUDIT PRESENTATION

Annual audit presented by Justin Kolbow and Yaakov Black of Plante & Moran

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

There was an assumption that the state would move to Phase 5 on July 6th. Under those circumstances the library would open to the public in a continued limited capacity. We are comparable to other surrounding libraries in regard to services offered during Phase 4. We were one of the first libraries to offer curbside service since we had implemented that just a couple of months before the shut down. The library continues to accommodate patrons as best as possible. The Youth department spearheaded the sidewalk browsing days which has proven to be a success. The library is currently quarantining items for 5 days before they are discharged and reshelved. Many staff members are working within the building but when work permits, work is done remotely. The library currently has two positions to be filled. One Circulation position and one Maintenance position. At the October Library Board meeting, Merritt Cieslak will present architectural plans along with cost estimates from McCarthy & Smith. After a review of the preliminary drawings we added an outdoor story space and drive-thru. Those two items may be able to be done outside of the scope of the whole building project. Statistics for physical items is down while digital items have increase. Staff continues to be busy with behind-the-scenes work.

COMMITTEE REPORTS

OLD BUSINESS

None

NEW BUSINESS

REOPENING POLICY

There will be a limited physical reopening once moving to Phase 5

RESIGNATION OF MAUREEN MILLER

The Board accepted the resignation of Maureen Miller. No action necessary.

ELECTION OF OFFICERS

Jann Dagg was appointed as Secretary.

APPOINTMENT OF COMMITTEES

Budget Committee – Wirth (Chair), Dagg, Lepak. Personnel Committee was dissolved.

BYLAWS UPDATE – FIRST READING

No action necessary.

MOTION

A motion was made by Wirth to approve the Public Comments at Board Meetings Policy as presented, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the Board stipends amount as currently budgeted, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, Pevovar, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the 2021 Library closures, seconded by Lepak. 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 5:47 p.m.

Recorded by Michael Gazzarari