

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

January 25, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, January 25, 2021 remotely via Zoom.

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

Members present:

Jann Dagg (Redford)
Fred Inman (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

Members absent: Betsy Lepak, Betsy McRae, Sue Pevovar

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Leah Klynstra, Merritt Cieslak Design
Aaron Phillips, McCarthy Smith
Bill Smith, McCarthy Smith

MOTION

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

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on December 21, 2020 seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

GUEST PRESENTATION

Leah Klynstra of Merritt Cieslak Design gave an overview of the updated outdoor patio and drive-thru projects. Aaron Phillips gave an updated overview of the construction process timeline and will work on updated costs with the increased scope of the drive-thru.

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Thomas, Wirth

Nays: 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

We are looking to reopen to the public on Tuesday, February 2nd. Building improvements have been made to ensure patron and staff safety. We received a grant from Ford with a large supply of masks for public use. Limited browsing will be limiting patrons to 30 minutes to browse and check out materials. Meeting rooms, study rooms and café will not be available for use. Computer usage will remain at 90 minute sessions. Budget meeting will be held remotely on Zoom. An all-staff meeting was held on Friday, January 22 to inform staff of the reopening plans and to answer any questions or concerns they may have. A staff survey was sent out about the library's COVID response was sent out prior to the meeting.

COMMITTEE REPORTS

OLD BUSINESS

REOPENING POLICY

No action was necessary.

ANNUAL DIRECTOR REVIEW

Inman gave an overview of the annual review of the Director which was presented before the Board meeting.

NEW BUSINESS

BOARD MEETING SCHEDULE

A motion was made by Dagg to approve the Board meeting schedule as presented, seconded by Wirth. The motion passed.

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

OUTDOOR PROGRAMMING SPACE AND DRIVE-THRU PROJECT DISCUSSION

No action was necessary

POLICY 401: LENDING POLICY

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

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

PREPAREDNESS AND RESPONSE PLAN

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

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Thomas, Wirth

Nays: None

The meeting was adjourned at 5:47 p.m.

Recorded by Michael Gazzarari