

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 Pevar
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, Pevar, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, Pevar, 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, Pevar, 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

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

October 19, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, October 19, 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 (Southfield)
Fred Inman (Redford)
Betsy Lepak (Redford)
Betsy McRae (Ponte Vedra, FL)
Sue Pevovar (arr. 4:03) (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

Members absent: None

Also present: Garrett Hungerford, Director
Michael Gazzarari, Business and Facilities Manager
Steve Schneemann, Merritt Cieslak Architects
Aaron Phillips, McCarthy & Smith

MOTION

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

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on September 21, 2020 seconded by Dagg. The motion passed.
Ayes: Dagg, Inman, Lepak, McRae, Thomas, Wirth
Nays: None

CITIZEN'S COMMENTS

Fred Inman welcomed Betsy McRae to the Library Board of Trustees

CONCEPTUAL DESIGN PRESENTATION

An overview of the plan was provided by Steve Schneemann and an overview of the construction process/timeless was provided by Aaron Phillips

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've been looking to other libraries within Wayne County to see how they are reopening. The Canton library is now allowing limited time browsing. Most libraries continue to remain offering curbside and some computer use by appointment. We are continuing to use the MI Safe Start Plan to determine our next steps. We have investigated the possibility of moving accounting in-hours with the assistance of Plante Moran. We plan on sending out postcards to residents instead of our newsletter at this time to inform them of services currently being offered.

COMMITTEE REPORTS

OLD BUSINESS

REOPENING POLICY

The Director provided a review of our reopening policy and where we currently stand.

BYLAWS UPDATE

MOTION

A motion was made by Dagg to approve the updated bylaws, seconded by Wirth.

The motion passed.

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

Nays: None

NEW BUSINESS

PLANTE AND MORAN ENGAGEMENT LETTER

A motion was made by Wirth to approve the fee schedule to assist with the library's in-house accounting as presented, seconded by Dagg. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

The meeting was adjourned at 6:00 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

November 16, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, November 16, 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 (Southfield)
Fred Inman (Redford)
Betsy McRae (Redford)
Sue Pevovar (arr. 4:03) (Redford)
David Wirth (Redford)

Members absent: Betsy Lepak, Felicia Thomas

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

MOTION

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

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

MOTION

A motion was made by McRae to approve the Minutes of the regular meeting on October 16, 2020 seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, McRae, Pevovar, 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

The library is in the process of replacing our original domestic hot water heater. In an effort to create a safer environment for the public and staff we are upgrading our HVAC filters to MERV-13 and adding a UV light system to kill airborne bacteria. Several libraries have been pulling back from in-person limited browsing due to rising COVID infections. We are keeping our temporary computer lab open for now. The library received our PPT reimbursement check and it was on track with what was budgeted. We received an agreement from Merrit Cieslak for the three building projects (roof replacement, outdoor patio area and drive-thru). We will be mailing a post card instead of a full newsletter to residents to make them aware of services still available during our physical closure to the public.

COMMITTEE REPORTS

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

RETIREE HEALTHCARE STIPENDS ADJUSTMENT

A motion was made by Wirth to continue with the current stipend paid to retirees, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

STATE OF MICHIGAN PA 152

A motion was made by McRae to continue to opt out of PA 152, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

MERRIT CIESLAK ENGAGEMENT LETTER

A motion was made by Dagg, to approve the agreement to oversee and complete three building projects, seconded by Pevovar. The motion passed

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

MERS PENSION PAYMENT

A motion was made by Wirth to make an additional \$250,000 payment toward the retirement fund, seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

MOTION

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

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

The meeting was adjourned at 5:07 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

December 21, 2020

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, December 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 (Redford)
Fred Inman (Redford)
Betsy Lepak (Redford)
Betsy McRae (Redford)
Sue Pevovar (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

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 Lepak. The motion passed.

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

Nays: None

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on November 16, 2020 seconded by Dagg. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, 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

The library has been offering curbside service for one year now. We have been able to adapt to serving patrons in new ways without them physically in the building. We will have a drive-thru service available in 2021. We have reviewed surrounding area libraries and their current status after the pause because of the COVID surge. We have not reduced our services because of the pause. MIOSHA did a site visit and inspected the library and our processes related to COVID. Vendor/guest prescreen questionnaire to be held for 1 year at MIOSHA's recommendation. We were currently holding prescreens for two weeks to coincide with the known infectious period. Management is working with the architect on the drive thru and outdoor space. Postcards went out to residents instead of a newsletter. Digital usage at the library has increased with our closure, especially Hoopla. Children's department is beginning to plan for Summer Reading 2021 which will probably mimic SRP of 2020.

COMMITTEE REPORTS

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

MERS PLAN ADDENDUM

A motion was made by Wirth to accept the defined benefit plan adoption agreement addendum as presented, seconded by Dagg. The motion passed.

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

Nays: None

MERS PLAN ADDENDUM

A motion was made by Wirth to accept the defined contribution plan adoption agreement addendum as presented, seconded by Dagg. The motion passed.

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

Nays: None

BUDGET AMENDMENTS

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

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

Nays: None

ANNUAL DIRECTOR REVIEW

No action was necessary.

MOTION

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

Ayes: Dagg, Inman, McRae, Pevovar, Wirth

Nays: None

The meeting was adjourned at 5:08 p.m.

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

EDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING
February 15, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, February 15, 2021 remotely via Zoom.

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

Members present:

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

Members absent: Betsy Lepak, Sue Pevovar

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

MOTION

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

Ayes: Dagg, Inman, McRae, Thomas, Wirth

Nays: None

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on January 25, 2021 seconded by Dagg. The motion passed.

Ayes: Dagg, Inman, McRae, Thomas, Wirth

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, McRae, 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

The library has moved to 30 minute limited browsing. We are in the second to last stage of our reopening plan. The final phase of reopening will probably not happen until around the September November timeframe. The FY 21-22 budget will be presented before the final adoption at the March meeting. The construction schedule will be presented with bids due to be presented at the April meeting. Work is expected to begin in June and finish in October. A huge shout out to the Circulation Department for all of their work during this time. There has been a sharp drop in curbside traffic, due to the fact that patrons can now enter the building. Computer use is now spread throughout the day rather than our structured appointment times. Patrons are able to come in at their convenience during our normal operating times.

COMMITTEE REPORTS

BUDGET COMMITTEE

Budget committee met on February 8 via Zoom

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

DRAFT BUDGET FOR FY 2021-2022

A motion was made by Wirth to approve the draft budget for fiscal year 2021-2022 as presented, seconded by McRae. The motion passed.

Ayes: Dagg, Inman, McRae, Thomas, Wirth

Nays: None

PUBLIC HEARING FOR FY 2021-2022 BUDGET

Scheduled for Monday, March 15, 2021 at 4:30

MOTION

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

Ayes: Dagg, Inman, McRae, Thomas, Wirth

Nays: None

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

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING – PUBLIC HEARING March
15, 2021

APPROVED - REVISED

The public hearing meeting of the Redford Township District Library Board of Trustees was held on Monday, March 15, 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)
Betsy Lepak (Redford)
Betsy McRae (Redford)
Sue Pevovar (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

Members absent: None

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

CITIZEN'S COMMENTS

None

MOTION

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

MOTION

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

The meeting was adjourned at 4:31 p.m.

Recorded by Michael Gazzarari

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

March 15, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, March 15, 2021 remotely via Zoom.

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

Members present:

Jann Dagg (Redford)
Fred Inman (Redford)
Betsy Lepak (Redford)
Betsy McRae (Redford)
Sue Pevovar (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

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 Pevovar. The motion passed.

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on February 15, 2021 seconded by Pevovar. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, 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

The library has made improvements to the HVAC system including increased fresh air exchange and UV light treatment within the air handler units. We added grab and go browsing in February. We have continued moving forward on the two capital projects. We will have an updated next month with a possible construction delay due to Wayne County review. Accounting system is ready to move forward for the beginning of the new fiscal year. It is suggested that we continue our meetings via Zoom until fall and reassess at that time. Weeding continues to size our collection based on recommendations by Kimberly Bolan & Associates. Our first venture into hosting a food truck was a huge success and very well attended.

COMMITTEE REPORTS

BUDGET COMMITTEE

Budget committee met on February 8 via Zoom

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

BUDGET FOR FY 2021-2022

A motion was made by McRae to approve the budget for fiscal year 2021-2022 as presented including millage rates Operating #1 .9026, Operating #2 1.3645 and Debt reduction millage rate of .7100, seconded by Wirth. The motion passed.

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

Nays: None

FY 2020-2021 BUDGET AMENDMENTS

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

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

Nays: None

ENDOWMENT FUND DISTRIBUTION

A motion was made by Dagg to approve the Frances Carpenter endowment fund distribution as presented, seconded by Lepak. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

The meeting was adjourned at 5:10 p.m.

Recorded by Michael Gazzarari

April 19, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, April 19, 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)
Betsy Lepak (Redford)
Betsy McRae (Redford)
Sue Pevovar (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

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 Dagg. The motion passed.

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

Nays: None

MOTION

A motion was made by McRae to approve the Minutes of the Public Hearing and the Minutes of the regular meeting on March 15, 2021 with the addition of citizen comments, seconded by Wirth. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, 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

Hungerford gave an overview of the neighboring libraries statues with increased COVID cases. Circulation statistics have now begun to increase now that we have had a year of stats with COVID. An update about the construction projects will be discussed.

COMMITTEE REPORTS

BUDGET COMMITTEE

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

DRIVE-THRU AND OUTDOOR SPACE BID PACKAGE CONTRACT AWARD

A motion was made by Dagg to approve the drive-thru and outdoor space bid package contract award in the amount of \$621,377.00, seconded by Lepak. The motion passed.

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

Nays: None

AUTOMATED MATERIALS HANDLING SYSTEM

A motion was made by McRae to approve the purchase of an AMH system from Tech Logic and additional 5-year warranty in the amount of \$155,220.69., seconded by Pevovar. The motion passed.

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

Nays: None

FORM L-4029

A motion was made by Wirth to approve the Form L-4029 tax request with the following millage rates: Operating .9006, Debt .6600 and Supplemental Operating 1.3614, for FY 2021-2022, seconded by McRae. The motion passed.

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

Nays: None

UPDATE TO EMPLOYEE BENEFITS – FULL TIME EMPLOYEES

A motion was made by Dagg to approve revised employee benefit sheet with modification of tuition reimbursement up to \$2,500 per fiscal year, seconded by Wirth. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

The meeting was adjourned at 5:22 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

May 17, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, May 17, 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)
Betsy Lepak (Redford)
Betsy McRae (Redford)
Felicia Thomas (Redford)
David Wirth (Redford)

Members absent: Sue Pevovar

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

MOTION

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

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

Nays: None

MOTION

A motion was made by Wirth to approve the Minutes of the regular meeting on April 19, 2021, seconded by McRae. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, 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

In July we will begin offering expanded services based on the guidelines from the CDC. MIOSHA has updated mask guidance to allow patrons and staff who are fully vaccinated to have the option of not wearing a mask. Based on a survey of staff, 83% of staff will be vaccinated by the end of June. We will be sending out a newsletter in the water bills to the first half in May and second half in June.

COMMITTEE REPORTS

BUDGET COMMITTEE

OLD BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

UPDATE TO EMPLOYEE BENEFITS – FULL TIME EMPLOYEES

A motion was made by Wirth to approve clarifications to the benefits package for full time employees, seconded by Dagg. The motion passed.

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

Nays: None

PREPAREDNESS AND RESPONSE PLAN

A motion was made by McRae to amend the Preparedness and Response Plan effective on June 30, 2021., seconded by Wirth. The motion passed.

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

Nays: None

MOTION

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

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

Nays: None

The meeting was adjourned at 5:34 p.m.

REDFORD TOWNSHIP DISTRICT LIBRARY BOARD OF TRUSTEES MEETING

June 21, 2021

APPROVED

The regular meeting of the Redford Township District Library Board of Trustees was held on Monday, June 21, 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) Betsy Lepak
(Redford) Betsy McRae (Redford) Sue Pevovar (Redford)
Felicia Thomas (Redford)
David Wirth (Clarkston)

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 Dagg. The motion passed.

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

Nays: None

MOTION

A motion was made by Dagg to approve the Minutes of the regular meeting on May 17, 2021, seconded by Pevovar. The motion passed.

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

Nays: None

CITIZEN'S COMMENTS

None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, 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

Starting Tuesday, June 22nd the state will remove any restrictions. It has been 466 days since we were closed, partially closed or partially open. Storytime has been taking place outdoors on the lawn. Lots of activities planned for the Summer Reading Program with grab and go crafts. Grab and go Meet up and Eat Up lunch program will continue this year as it did last year. Audit begins the week of June 28th.

Plante and Moran is conducting a review of our internal controls and procedures as we move everything in-house. Continuing to work with Tech Logic for the planning of the AMH for the drive-thru. Statistics look great comparing year-over-year because of last year's closure.

COMMITTEE

REPORTS BUDGET

COMMITTEE OLD

BUSINESS

REOPENING POLICY

No action was necessary.

NEW BUSINESS

MCCARTHY & SMITH CONTRACT

A motion was made by McRae to approve the contract with McCarthy & Smith not to exceed \$289,000, seconded by Thomas. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas,
Wirth Nays: None

LIBRARY HOLIDAY CLOSINGS 2022

A motion was made by Dagg to approve the holiday closings for 2022, seconded by Pevovar. The motion passed.

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas,
Wirth Nays: None

MOTION

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

Ayes: Dagg, Inman, Lepak, McRae, Pevovar, Thomas, Wirth
Nays: None

The meeting was adjourned at 5:02 p.m.