

Fowlerville District Library Board of Trustees Minutes

May 26, 2021 6:30 pm

1. Call to Order:
 - a. Call to order was made by Landek-Salgado on May 26, 2021, at 6:30pm.
2. Roll Call:
 - a. Landek-Salgado-present, Ridenour- arrived at 6:46pm, Woods-present, Kernozek-present, Smith-present, D. Cornett-present, Swain-Kuch-present.
3. Approval of Agenda:
 - a. Approval of the May 11,2021 was made by Woods, and 2nd by Kernozek, approved as amended. All were in favor.
 - i. The following amendments were made to the agenda.
 1. Line “b” was added to new business for the MDHHS regarding masks.
 2. Line “c” was added to new business, policy 603.2b regarding remote working for employees.
4. Fowlerville District Library 2021-2022 Proposed Budget:
 - i. Landek-Salgado made a motion to open the public meeting on the proposed 2021/2022 budget meeting at 6:34pm, was 2nd by Woods. All were in favor. Landek-Salgado made a mention that the library receives 1.3353 mils from tax revenue, which equals 0.3832 in perpetuity plus .9521 after the Headlee Rollback. Motion to close public hearing was made at 6:36 by Landek-Salgado and was 2nd by Smith. All were in favor.
5. Procedural Changes:
 - a. To improve decorum, we will more strictly follow Robert’s Rules of Order for our Board meetings. If the MI OMA, our bylaws or any other state guidance or laws provide specific procedures to follow those will take precedence.
 - i. Once a motion has been made and seconded it is now pending and open to debate. Debate will follow these guidelines:
 1. The trustee making the motion is entitled to speak first in debate.
 2. If you wish to speak, please raise your hand, and make direct eye contact with me to ensure that I have written down your name. I will do my best to write the names down in order and call on you.
 3. No trustee is entitled to be called on to speak a second time in debate on the same motion until everyone who is seeking recognition has had his or her first opportunity to speak.
 4. Please only address the president during debate maintaining a courteous tone
 5. Debate should be confined to the pending question.
6. Call to the Public:
 - a. None
7. Approval of May 11, 2021 Minutes:
 - i. A motion was made to approve the May 11, 2021, minutes as amended by Swain-Kuch, 2nd by Smith. All were in favor.
8. Financial Report:

- a. Woods made a motion to approve bills in the amount of \$58,373.91, 2nd by Kernozek. All were in favor.
9. Library Directors Report:
- a. There will be flyers going out to all the families in the Fowlerville School District that will have all the current summer programs the library will be hosting listed. Director Peters passed around the flyers for the board to view and made a mention that Zoe Guettler had did a wonderful job on the glossy style flyer that she had created with the guidance of Storm Kopitsch.
 - b. Conner Haines is currently working on a grant for a “NASA” style program the library wishes to start.
 - c. TLN installers will load Office 365 and anti-virus software on devices for everyone, including the board, and there will now be the ability to upload shared files and documents, such as policies. Microsoft Teams will also be available for the Library staff and the Board of Trustees.
 - d. RB Digital is currently down. The switch over to Overdrive will take place on June 1, 2021 and will be available for the public to use on July 1, 2021.
 - e. Director Peters had a Structural Engineer come out to look over the cracks on the outside the north side of the building. It was mentioned that natural shifting has occurred in the building and that the paint has bubbled off the concrete, but overall, the concrete is fine. The Structural Engineer said there was no cause for alarm. A formal report and proposal will be written.
 - f. The library staff will be present at Fun in the Ville and the Fowlerville Fair.
10. Committee Reports:
- a. Survey Committee:
 - i. There has been a good response to the survey come in so far and wanted to give thanks to Mr. Roedel for the help of getting the survey out to the families in the school district. Most people who have taken the online survey would like to see more availability on the weekends and open later the evenings. The committee also reported that while most people have library cards they are not being used. Director Peters mentioned that a good bit of surveys that were dropped off to the library from the News and Views were emphatic about the library not being open on Sundays. The survey will close on Monday May 31, 2021, and Swain-Kuch and Kernozek will give a report on the findings of the survey at the June 23, 2021, board meeting.
11. Old Business:
- a. Barn
 - i. Landek-Salgado met with J. Rajala Construction and Restoration and will be receiving a quote with a line-by-line pricing. Removing concrete and moving the fence back will be a separate quote. Landek-Salgado will be working to get more quotes from other Construction Companies.
 - ii. D. Cornett made a motion to demolish the shed at the cost of \$10,300 by Triple D for demolition, removal of all items including the concrete, as well as grading and reseeding the south lawn and use the building funds to continue finishing the interior, exterior and parking lot of the library property. Was seconded by Swain-Kuch. Yes: D. Cornett and Swain-

Kuch. No: Kernozek, Ridenour, Smith, Woods, Landek-Salgado. Yes-2
No-5. Motion failed.

- b. Tax Capture
 - i. Landek-Salgado mentioned that she spoke with Paul Harmon, and the library cannot opt out of the DDA tax capture because there is currently a Bond to be paid. LDFA does capture some tax money, but it is then returned to the Library.
12. New Business:
- a. Policy 412 Update:
 - i. This policy is changing to state that there will be no more \$5 charge for adult programs.
 - ii. The library staff will be responsible for the programs and the programs will follow the American Library Association programming policies.
 - iii. A motion was made to adopt the changes to Policy 412 was made by Woods and 2nd by Smith. All were in favor.
 - 1. Director Peters made mention that the Masonic Lodge made a Donation of \$800 to the library. With that money Storm was able to purchase sensory toys for children who might need them while attending the program. This was a great example of a way that the 412 policy is being followed.
 - b. Mask Update:
 - i. A motion to discuss the Mask Use in the library was made by Smith and 2nd by Woods. All were in favor.
 - 1. Beginning June 1, 2021 fully vaccinated patrons will not be required to wear a mask, but the Library will encourage mask use, without mandating it.
 - ii. A motion to establish a policy for safety of all staff to encourage patrons to wear a mask in accordance with the MDHHS orders was made by Swain-Kuch and 2nd by Woods. All were in favor.
 - c. Policy 603.2b:
 - i. This policy was a MIOSHA order requiring employees to work from home if possible.
 - ii. A motion to rescind this order was made by Swain-Kuch and 2nd by Woods. All were in favor.
13. Adjournment:
- a. A motion to adjourn at 7:29pm was made by Swain-Kuch and 2nd by Ridenour. All were in favor.

Next Board Meeting
June 23, 2021, at 6:30pm