

**AGENDA**  
**Schoolcraft Community Library**  
**Board of Trustees**  
**August 26, 2020**  
**6:00pm**

**Attendance:** Haas, Crissman, Bordner, Sportel, Swiat, Willis, Allgor,

**Absent:** McGehee, Harrell

**Approval of Agenda:** Motion made by Swiat to approve the agenda. Second: Sportel. Motion carried.

**Public Comment:** N/A

**Minutes of June 24, 2020.** Motion to approve the Minutes by Haas. Second: Allgor. Motion carried.

**Treasurer Report:** Nancy is wondering about the cost for the upcoming audit. Cindy will check with the Village Manager to be sure that we are sharing the cost. \$500 is what has been the current cost. The set up for Windows 10 was an additional cost this month.

**Approval of Bills (Payables.)** Motion to approve Payables by Crissman. Second: Bordner. Motion carried.

**OLD BUSINESS**

1. **Fine Free Roll Out Sept 14**-this was supposed to be in April but was delayed. It has already been approved and is being announced next week.
2. **Water Softener**-sinks and toilets are looking better since using a new cleaning solution for hard water. Flushing is occurring daily and water is being run frequently. Pam will keep us updated on any changes.

**NEW BUSINESS**

1. **Trustee Terms up in 2020- Ashley, Bob, Priscilla**-Ashley's name didn't make the ballot for November so it will be on in May. Priscilla is checking into the need for a resolution from Prairie Ronde to be reappointed in February.
2. **Patron PPE Policy**-This will be included at the end of the policy book. Patrons will need access to view the policy so it will be posted on the website, on Facebook,

at the front desk and at the end of the Emergency Binder. There will also be signage for social distancing and masks being required. Extra masks will be located at the front desk for patrons and sanitizer will be provided upon entrance. These policies were adopted from Libraries of Michigan. There will be a statement in the policy book that states “all pandemic procedures will be followed that are outlined in our Emergency Binder.” Motion to approve made by Willis, second by Sportel

3. **Positive Case Protocol Policy**-this also will be located at the end of the Emergency binder. The policy was created from guidance from Libraries of Michigan. Motion to approve made by Jenny, second by Priscilla.
4. **Limited Reopening Sept 14<sup>th</sup>**.-16 total people will be able to enter (12 besides staff). We will continue with curbside being the same even though we can now be face to face, too. We have received grant money for laptops and hotspots. When board books and magazines are returned, they have to be out of circulation for 4 days, books are for 72 hours. No motion is needed.

#### **COMMITTEE (YEAR END) REPORTS**

1. **Facilities**—*Bob Crissman, Nancy Haas*
2. **Finance**—*Nancy Haas, Priscilla Swiat, Sandie McGehee*
3. **Personnel**—*Ashley Willis, Bob Crissman, Cindy Harrell*
4. **Community Relations**—*Ashley Willis, Jennifer Sportel*
5. **Technology**— *Sandie McGehee, Cindy Harrell, Courtney Bordner*

#### **Director’s Report**

Director Ballett reports that they are continuing to get the library and ourselves ready for opening! Curbside is going well, MeL is up and running, we are sorting, weeding and selling books, building shelves, etc.

We are partnering with Eagle’s Nest and will begin giving children’s books to families in the area. Ron and Martha Gammill have generously offered to purchase books if needed to support this program.

We have our first Book Club in the park on Wednesday. The ladies are excited to get out and see each other. Cyndie is hoping to offer a few meetings before the weather changes.

**MEETING ADJOURNED:** TIME: 6:37. Motion to adjourn by Willis. Second: Haas.

Motion carried. NEXT MEETING: Zoom online meeting, September 23, 2020, **6:00 p.m.**

Respectfully submitted by: C. Bordner

