

# Fraser Public Library

## Regular Board Meeting-virtual

August 17, 2020

**Call to order:** Meeting was called to order by President Hoeft at 4:04 pm.

**Roll Call:** Lorena McDowell, Marlene Hoeft, Michael Wettstein, Tina Bullis, Kyle Burley, Kathryn Parrott, Mary Ann Kuechle. All present, quorum.

**Approval of Minutes:** Member Kuechle motioned to approve the June 8, 2020 meeting minutes. Member Wettstein, 2<sup>nd</sup> the motion. All in favor, motion carries.

**President's Report:** Nothing at this time.

**Director's Report:** The recent library millage to Harrison Township (a library comparable to ours) did not pass.

We can expect statistics to change. The library building is now available to visit (socially distancing) in August. August 1<sup>st</sup> was the opening date but August 4<sup>th</sup> was the first patron reservation. Curbside service started on June 8<sup>th</sup>. Our holds, to and from, on material are comparable to last years. Global Road Warrior will be discontinued. Creative Bug from Joann Fabrics provides craft classes and projects. RB Streaming will be cancelled by April. Overdrive, the service we get Ebooks from bought it out. RB digital magazines will also be gone. We are looking into Acorn TV to see if it is available to stream for libraries. Programs have proven to be a huge success! The juvenile interest in story time programs will continue, even when things are "normal". Patrons are aware of the services provided by our library. We are now offer fax and copies through our curbside service. We had a large increase in new Patrons in June, due to Fraser Public Schools offering virtual library cards to students. The enrollment option is opt-in. 20% of students have accessed this resource.

We received \$13,699.34 in penal fines, more than we were expecting. The check was received in July, 2020 but is recorded in the fiscal budget year of 2019.

The budget used for this fiscal year is 10.45% in July. Director noted the upcoming annual fees expected. State Aid will be affected, but the library is financially sound.

Nick from DPW told Lorena that the library will need to install UV filters in the air conditioning units. The UV will kill the virus as the air is circulated. Johnson Thermal Controls, quoted \$1,200-\$1,400 per unit. The library has 6 units. The Board asked Lorena to inquire on the maintenance plan and the frequency of air recycled throughout the building.

All library staff, excluding substitutes due to staffing limitations, have been trained in the Library's Covid response. Staff is required to answer a questionnaire and have temperature taken upon entering building. Masks are required by law. If a patron refuses to wear a mask, there are accommodations for most needs, including curbside.

The library is reopening to patrons. The capacity for the public area is 18, which includes staff. Reservations are made in 45-minute increments and allows up to 8 patrons at a time. For cleaning purposes, the bathrooms have been altered. For Covid purposes, the men's bathroom is now a family unisex bathroom, and the women's bathroom is now a staff bathroom. The next step will be allowing patrons to browse in the adult and teen areas. Grant's, applied for but not yet awarded, will be used to purchase plexiglass for the children's area.

Member Parrott motioned the Regular Board monthly meetings for 2020-2021 be moved to the 3<sup>rd</sup> Monday of the month, unless otherwise noted. There will be no July or December meeting. The motion was 2<sup>nd</sup> by Member Hoeft. All approved.

Now that the City Manager, Wayne O'Neal, is no longer employed with the city, it is recommended by our attorney that the Library Board approach the City Council on the purchase of the Library Building. The Fraser City Attorney has not responded to any requests to a Purchase Agreement. The Fraser Library Board will look at the former PCN Bank building for sale in Fraser.

Our newest Board Member, Mary Ann Kuechle, was sworn in by Macomb County Clerk, Fred Miller. Fred offered to come to the library in the future to swear in newly elected members.

Member Hoeft has volunteered to represent the Fraser Public Library as a trustee on the Suburban Library Cooperative. Her term will run from October 1, 2020-September 30, 2023.

The library received the resignation of 2 staff employees. Lorena is looking to hire 2 people, 20 hours per week, each.

**Treasurer's Report:** None at this time.

**Secretary's Report:** A library volunteer has built a "Free Library" for us. It will be installed when the construction on Fruehauf and the collapsed water system are completed.

**Committee/Communications Report:** The Director's Evaluation committee feels a strategic plan needs to be made to do the evaluation. The Board seeks to create a formalized plan, adaptable to the environment and technology. A new Strategic Plan committee was formed. Marlene, Mary Ann, and Kyle will work on the project and Lorena will assist with arranging meeting locations.

The Garden is available to small group meetings.

**Old News:** The work outside the building is going well. DPW expects construction to be complete within 2 weeks. The Drop Box should be done in a couple of months.

**New Business:** The library received a bill from the Alarm Company. Lorena denied paying the bill, explaining it was cancelled a year ago. We do not use the alarm.

**Next meeting:** The next library board regular meeting will be September 21, 2020 at 4:00 pm. Lorena will advise of location.

**Audience Participation:** None.

**Adjournment:** Member Hoeft adjourned the meeting at 6:13 pm.

Respectfully submitted,

Tina Bullis, FPL Secretary

