

FRASER PUBLIC LIBRARY

Regular Board Meeting-virtual

November 16, 2020

Call to Order: The meeting was called to order by President Hoeft at 4:07 pm.

Roll Call: Present were members Hoeft from Fraser, MI; Wettstein, from Fraser, MI; Bullis from Roseville, MI; Parrott from Fraser, MI; and Kuechle from Fraser, MI. Member Burley joined in late from Detroit, MI. Director McDowell was present from Grosse Pointe Farms, MI.

Approval of Minutes: Member Parrott motioned to approve the minutes from October 19, 2020. Member Kuechle second the motion. All in favor, motion passed.

President's Report: None at this time.

Director's Report: The Library's Statistics Report continues to improve, as the building offers more options for patrons. This month our Programming had wonderful attendance participation with 2 movie nights, and a trunk or treat night offered on October 30, 2020. The community had great feedback on the Halloween event, hoping to continue the spooktacular fun again. BookFlix numbers went down. Reference Desk Interactions include patron chats, calls, and emails. New Patrons are doing well.

The Percentage of the library budget used to date is 32.93%

The Library continues to implement COVID precautions. The building was open to allow 27 patrons at 1 time, and closed every hour for 15 minutes sanitization. Patrons are very happy to see that. With the new State requirements, we have dialed the Library back to curbside services beginning November 18, 2020. We will remain this way through December 9, 2020. We are at a capacity of 30%, from 27 patrons to 12. Staffing is at a minimum but we will continue to maintain coverage for the reference and circ desk, supervisor and onsite positions. Lorena will be working after hours. Online training for all employees has been completed. The library would like to add a computer to the foyer, but it will take time for the proper wiring to be configured.

We are awaiting approval for 2 of 3 Grants we applied for. We have received approval from 1 and will be repaid for PPE money that was spent.

Lorena spoke with Nick from the city about building items. Wednesday, the 17th they will begin to do the drain and Drop Box. They will also begin the outside shed. We have been having some water issues and need some shingles replaced. We have received no information, bill or specs on UV lighting in the building. We have received some money from the City through their Audit. There has been no communication on a transfer of survey from the city. The City does own the building and carry insurance on the Library structure and is responsible for the needed work.

There have been some additions to the Bylaws. The Electronic Participation Procedure will be in conjunction with current Bylaws.

Electronic meetings will be allowed until December 31, 2020. Members are required to state their name and location for all virtual meetings (I.e., State name, city, state they are participating from). Beginning January 1, 2021, virtual meetings will only be allowed under certain conditions. Those reasons include: Military duty, medical conditions, a statewide or local emergency or disaster declared. If a Member is present virtually, the quorum is counted as a vote. If a Member is participating in a meeting electronically, a notice must be posted 18 hours in advance of the meeting on the Library's website.

This Procedure was received by the Board, but the necessary 10 days needed to make changes was not met. Therefore, Member Parrott motioned to "Table the adoption of the Equipment Participation Procedure waiting for further clarification, from the lawyer, to accept the Procedure but implement the procedure immediately." Member Kuechle second the Motion. All in favor, motion passes.

Treasurer's Report: None at this time.

Secretary's Report: None at this time.

Committee Report: The Strategic Plan Committee Members have been assigned duties. Marlene is looking into survey pricing from four different company's but has not received a response back from everyone, yet. Lorena is compiling trend data. Staff has started 2014-2015 data. Kyle is writing a document for long term goals for the Library. He is also working on an efficient evaluation of progress. No date has been set for their next meeting.

Old Business: Lorena will be talking with the DPW to install the necessary stake for out "free library" cabinet. There is no news on the cemetery survey.

New Business: A Toys for Tots Box has been placed in the Library for donations. The City will be plowing the snow this coming season. Kathy would like to deliver books to Seniors monthly as a service to our Patrons and Community. Contact will be made with the Senior Center. Resident Daphne Beal spoke with Kathy about sharing information how the last milage was passed by the library.

Public Commentary: None

Adjournment: Tina motioned the meeting be adjourned. All in favor. Motion passed at 5:41 pm.

Have a very Happy Thanksgiving

See you at our next meeting on January 11, 2021.

Respectfully submitted,

TinaMarie Bullis, Secretary

