

BELLAIRE PUBLIC LIBRARY  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
AUGUST 21, 2020

MINUTES

TRUSTEES ATTENDING: Diane Bennett, Melissa Dyste, Mary Edens, Susan Larson, Debbie Truckey, Michelle Valuet, and Director Cindi Place

TRUSTEE EXCUSED ABSENCE: None

CALL TO ORDER: President Edens called the meeting to order at 10:03 a.m.

PUBLIC COMMENTS: Michelle Valuet introduced Peggy Giolda as a prospective Board member for Kearney Township.

MINUTES: **Motion by Valuet, second by Truckey to approve the July 17, 2020 Board minutes. Motion carried.**

TREASURER'S REPORT: As of July 1, 2020, we had \$10,288 in the checking account. After adding income, payroll liability, deducting expenses, and adding a transfer of funds, there was a total of \$16,707 in the checking account on July 31, 2020. Adding the checking balance to CDs, MMIA, and Prime Share Account, we have a total of \$471,619. **Motion by Bennett, second by Larson to accept the Treasurer's report as presented. Motion carried.** Treasurer Valuet noted that the Library's two CDs will be maturing soon, one in September and one in October and suggested we consider moving the money to another institution. At the moment, the Lake Michigan Credit Union in Traverse City is offering the best rate around at 1.09%.

LIBRARIAN'S REPORT: The Library's move to Phase IV of our reopening plan with in-person library use without appointments is going well. Patrons are required to wear a mask and use hand-sanitizer upon entry, Curbside service and virtual programming will continue with weekly programs promoted on Facebook. The Friends of the Library and staff are working on a number of wonderful ideas for Fall programming to support and engage families, children, teens, and adults. The Library received two CARE grants through the Library of Michigan (LOM), one for \$500 for additional personal protective equipment and \$1,000 for technology (2 more hotspots and 2 Chromebooks). The new hotspots are here and circulating. The Director is awaiting word on another grant for \$2,000 to provide programming and technology for unemployed/underemployed community members. The Director suggested the Library begin issuing student library cards (edu cards) to K-12 Bellaire students. Students could then access eResources on their own, especially those students who are learning remotely. Based on input

from patrons and staff, the Director advocated changing the Library's Fall, Winter, and Spring hours to: 9am - 5pm, Tuesday, Thursday, and Friday; 9 am - 6pm, Wednesday; and 10am -2pm on Saturday. Closed Sunday and Monday. **Motion by Truckey to approve the new hours, second by Valuet. Motion carried.** *A complete Librarian's Report is available at the Library.*

COMMITTEES:

- The Policy Committee provided a draft of the Overdue Policy with proposed language addressing the appeals process. **Motion by Dyste, second by Valuet to amend the Overdue Policy with the additional language as presented. Motion carried.** Per a LOM requirement, the Policy Committee also provided a draft, based on a LOM template, of Sample Positive Case Protocol - Covid-19. **Motion by Valuet, second by Bennett, to approve the Sample Case Protocol for the Bellaire Public Library as presented. Motion carried.**
- Finance Committee Chair Valuet presented the committee's recommendations for the Amended 2020 Budget and Proposed 2021 Budget. The Director will post the date of the Public Hearing for the Proposed 2021 Budget on Facebook and the Library's webpage, and publish in the *Antrim Review*.

OLD BUSINESS: None

NEW BUSINESS: **Motion by Valuet to amend the 2020 budget with fund balance expenditures of \$142,650 as shown on the amended budget. Second by Larson. Ayes: Bennett, Dyste, Truckey, Valuet, Larson. Nays: None. Motion carried.**

UPDATES & REMINDERS: None.

PUBLIC COMMENTS: Guest Peggy Giolda commented that she was impressed with all the Bellaire Library has to offer.

TRUSTEE COMMENTS: Truckey informed the Board that she will be leaving the Board when her term ends January 2021. Edens announced that the Mid-Michigan Library League Meeting, usually held in September, will not take place this year, at least in-person. Valuet raised the subject of changing leasing companies for our copier. The Director will look into it.

MEETING ADJOURNMENT: President Edens adjourned the meeting at 11:40 a.m.

NEXT MEETING: Friday, September 18, 2020 at 10:00 a.m.

Respectfully submitted,

Susan Larson, Secretary

Approved: September 18, 2020

