

Albion District Library Board of Trustees  
Meeting via Zoom  
11-19-2020

Open meeting called to order at 6:10pm by President Gilg.

Roll call: Carolyn Gilg- Sheridan Township, Calhoun County; Kimberly Arndts- Sheridan Township, Calhoun County; James Seidl- Albion Township, Calhoun County; Vickie Brown- Albion Township, Calhoun County; Dixie Grant- Albion City, Calhoun County; LoriRene' Koehn- Albion City, Calhoun County; William Rfaill- excused for technical difficulties.  
Ex-Officio- Director Cindy Stanczak, Assistant Director Lynn Schofield-Dahl

Public Comment- none.

**Approval of Agenda**

Seidl made a motion to move the closed session until the end of the meeting so that the public could leave the meeting. Second by Brown. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. Approved.

**Old Business**

*October 28, 2020 General Meeting minutes*

A motion was made by Grant to approve the minutes as presented, seconded by Seidl. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. Approved.

*Financial Statement Review*

Several CDs are maturing or being called. Available interest rates are low enough that the savings accounts pay as much interest as the CDs.

Profit and Loss- we are \$48,000 under budget. LCSA comes in March and will be moved back to this fiscal year. Penal fines are half of what we usually get. Expenses are lower due to the Library being closed.

Check Detail- Of note: check #4959 for Munier for air purification, and check #1059 for Wonder Makers for mold detection. Motion to approve the Financial Statements by Brown, 2nd by Seidl. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. Approved.

*Committee Updates*

Facilities- There have been several roof leaks in the last month and the remediation efforts have been placed on hold until the roof can be replaced, scheduled for the first week of December. Until then, HEPA circulation and dehumidifier units are running to circulate and dry air, and the HVAC units will be turned back on to heat the building in the cold weather. No final decision from the insurance company.

Financial- Will meet December 2nd for the year end fiscal year 2020.

Personnel- Considerations and Actions will be discussed in the closed session.

Policy- The committee has not met.

## **New Business**

### *Managed Technology Services*

Proposals were received from Brain Trust Technologies, MicroTech Systems, Next IT, and Computer Ties. With slightly different models, each included what the monthly charge would be, help desk hours, time and materials rate, and if they require special software.

After discussion, MicroTech is favored because of their experience with diverse public libraries, their all-inclusive and pre-paid rates, lack of specialized software requirements, and expansive help desk hours. Motion to approve contact Micro Tech for 150 hours and split the cost between now (\$9000) and January (\$9000) made by Seidl, 2nd by Brown. Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved.

### *New Public Funds Savings Account for Library Trust Funds*

Library Trust monies were held in CDs that have now been called. CD rates at Homestead Savings Bank are .4%, just below those available at MBS. It was suggested that we should put the funds into a savings account at Homestead Bank from MBS and open a separate Public Fund Savings account to keep funds separate from general funds. Treasurer Seidl says that we have \$350,000 principle and questioned about having all our money at one bank. Cindy was told that Homestead Bank can hold CD's in other Bank's names. This is at the discretion of the Board.

Seidl made a motion for authorization to open an additional Public Funds Savings Account at Homestead Bank to use for holding or transferring Library Trust monies to keep them separate from general fund accounts, and to authorize Cindy and Jim as signers on the account. Second by Grant. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved.

### *Extension of Library Closure for Non-Essential Staff and Public*

The mold remediation has been placed on hold until the roof replacement can be completed. Until then, only the lower level and the Children's Room are available for sustained occupancy. For at least some time during the roof replacement, there will be no heat in the children's room as the HVAC is moved. In addition, an emergency order ("pause") was issued from MDHHS for November 18th through December 9th in advance of anticipated spiking COVID-19 transmission rates following the Thanksgiving holiday. Director Stanczak expects that it will be extended likely through the end of the year. Colleges and universities across the state have sent

students home. Some libraries are stepped back to offering only curbside service and others are closed.

Should we bring our staff back to work at the library? We have the space for social distancing with the smaller shifts. However, due to current CDC, MIOSHA, MDHHS, and Calhoun County Public Health Department directives or recommendations, any single positive case on the staff would quarantine half the staff. With the limitations of the building and the small staff, can there be any expectation of consistent service to the public.

President Gilg said there is only 6 weeks until the end of the year and suggested that we close for the remainder of 2020 and safely reopen in January when the facility work is complete.

Motion to keep the Library closed until the end of 2020 and reassess the reopening timeline at the December meeting was made by Arndts, 2nd by Brown. Roll vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved.

#### *Staff Compensation During Extended Closure*

Director Stanczak laid out different models we could follow. We could continue as we have, compensating the staff at a reduced rate and set the new hour expectation for part-time at 28 hours for one week and 32 hours the next. We would continue as is for the full-time employees. Or we could furlough all non-essential employees and allow them to collect unemployment with the FEMA-funded supplement for over \$100 a week, if funds remain available at the state level. Or we could increase the reduction of hours and the portion of the wages that staff would receive from unemployment, up to 60% reduction, with the remainder paid by the library as we do now. It is up to the Board to decide what to do. Deputy Director Lynn Schofield-Dahl suggests opening the meeting to public question as several staff members are present as members of the public.

Pattie Bartel asks if the furlough would count against unemployment maximums. Director Stanczak will investigate. Treasurer Seidl suggested we should continue as is until the end of the year. President Gilg agrees and wants the staff to know how we appreciate them. Vice President Arndts stated that the Personnel Committee agrees with the assessment. Motion to continue current model by Seidl, 2nd by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved.

#### *Director's Update*

Updates to the director's report were sent out today. There is a Governor's announcement later today but the Legislature has to approve any measures.

Public Comment- Thank you comments are in the chat box from Therese Cornell, Kat McDonald, Pattie Bartel, and Sheryl Gardenier.

#### *Closed Session*

Motion to move into closed session Brown, 2nd by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved. Closed session begins at 7:32pm.

Sessions reopened at 8:51 with a motion by Seidl to continue Director's employment until June 30th with stated goals in place. Seconded by Arndts. Roll call vote: Gilg-yes, Arndts-yes, Seidl-yes, Brown-yes, Grant-yes, Koehn-yes. So moved.

#### Board Comments

Motion to adjourn meeting at 8:52pm by Brown, 2nd by Seidl. Vote by leaving the meeting.