

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
AUGUST 20, 2020
9:30 AM
MEETING MINUTES

CALL TO ORDER @ 9:38am

President's Announcement regarding Public Comment Section

Present via Zoom: Kate Pratt, President; Patti Nicholson, Secretary; Karen Diaz, Trustee; Sara Castle, Staff Liaison

Absent: Laura Burwell, Vice-President; Kate Robertson, Treasurer

Also present: Hope Siasoco, Director and Jennifer Brennan, Note Taker

Roll Call:

- Kate Pratt - Present
- Laura Burwell - Absent
- Patti Nicholson - Present
- Karen Diaz - Present
- Kate Robertson - Absent

PUBLIC COMMENT

Note: Public Comment for this teleconference meeting is made available in advance of the meeting through this publicly available Google Document:

<https://docs.google.com/document/d/1u1ctZHIJQatshroch6gjYJk1ffw6BE14zePRqIk7q8M/edit?usp=sharing> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting via Zoom chat or phone.

Note: No public comment by Google Document form or Zoom.

CONSENT AGENDA

- **CORRECTION/ADDITIONS TO AGENDA**
 - Presentation of Bills needs to be changed from June to August
- **READING OF MINUTES FROM JULY 16, 2020 BOARD MEETING**
- **PRESENTATION OF BILLS:**
 - August 2020 Bills for Review
- Patti Nicholson made a motion to accept the Consent Agenda as corrected and Karen Diaz seconds.

Roll Call Vote:

- Kate Pratt - Yea
- Patti Nicholson - Yea
- Karen Diaz - Yea
- All approve and the motion passed.

SPECIAL ISSUES:

- Employee Handbook – Pandemic Response – Travel Out of State
 - Changes and additions are being made following CDC and MIOSHA Guidelines
 - A discussion followed to clarify wording, explain suggestions, and share other library's experiences.
 - Kate Pratt suggested that the library supplies N95 masks to employees. Hope will follow-up.
 - Hope will make changes to the rough draft. Changes will be presented to board at the next board meeting.
 - See attached copy of Employee Handbook change
- Labor Day Weekend Update
 - No staff will be available to work on Sept 5. The library will be open Friday, Sept 4 from 10am-6pm but closed Saturday, Sept 5.

- August 28 Library of Michigan Directors Meeting
 - Special guest is Dr. Natasha Bagdasarian from the Senior Public Health Physician with the Michigan Department of Health and Human Services.
 - Hope received a form to fill out ahead of time with questions to be asked of the speaker.
 - Hope asked the board to present her with any questions they have to pose for Dr. Bagdasarian.
 - Form is due by August 25

OLD BUSINESS:

- Update on Operational Millage Renewal Election on August 4th
 - August 4 Canvas of Votes for Pinckney Library Millage was presented to the board.
 - The library millage renewal request of 1.4220 was passed.
 - There was a report from a patron that it took 20 days for his informational postcard to be delivered to his home. He didn't receive it until after August 4th. He asked that the library bring this up with the Pinckney Post Office. (Since the postcards were sent from different post offices, the library could not follow up on this request.)
- COVID-19 HVAC upgrade from Haley Mechanical
 - The board considered Haley Mechanical's recommendation of installing UV lights in the library's HVAC Rooftop Units (RTU) and whether to constantly run the fans on all units.
 - There was discussion on whether all thermostat fans need to be changed or not.
 - Also, Haley mentioned that the installation of UV lights on RTUs (at \$675 per unit) is not necessary for all RTUs.
 - A discussion followed.

Patti made a motion that the library have Haley Mechanical install UV lights in the RTU for the Circulation Desk area, staff/hallway, and Children's Area/ Sara's Office. Kate Pratt seconds.

Roll Call Vote:

- Kate Pratt - Yea
- Patti Nicholson - Yea
- Karen Diaz - Yea

All approve and the motion passed.

NEW BUSINESS:

Reports:

- Library Progress Report –
 - Livingston Community Prevention Project (LCPP) Scavenger Hunt on September 19th
 - LCPP requested that the library be a stop on their planned community scavenger hunt.
 - The stop is outside the building so community members do not need to use indoor space.
 - Library is glad to participate.
 - LEGO Table Ongoing Fundraiser
 - Kate Pratt pledged \$1000 for Lego table.
 - Table will be bought once toys are allowed back in the library.
 - Sunday, August 9 Mini Golf Fundraiser at Screams
 - Ongoing Donation Box at Circulation Desk
 - myLIBRO update – Curbside Pickup can now be scheduled via the web
 - Update on Library Grab n' Go Phase – The library will continue with this phase until the Governor's Executive Order is lifted or occupancy requirements are loosened to accommodate more people in the library building.
 - School Library Visit Flier
 - Sara and Hope created an informational flier that was shared with Pinckney Community Schools and Light of the World Academy regarding the library's

Grab n' Go Phase and how it might affect students, parents and teachers use of the library during the upcoming school year.

- See attached Student Flier
- Update on Leaky Roof Issue
 - Staff Area HVAC unit was the cause, so there was no need to spend a lot of money in fixing the roof. It only took a few hours of cleaning by roofers from Bloom Roofing Services, Inc. from Brighton.
 - The cost to fix the issue was \$425 total.
- Update on SportPort Equipment Lending Program
 - July 31 was the end of the first year of the grant. The library is now on its second year with SportPort program.
 - Starting 2nd year so another \$15,000 in grant funding coming soon.
 - PCPL is being used as an example of a successful program.
 - Due to COVID-19, SportPort program was placed "on hold". To help out, Community Foundation for Southeast Michigan started the Project Play Kits—free weekly sports activity kits giveaways.
 - The sports activity kits giveaway was so popular that the library included it with our activity kits giveaway during Youth Summer Reading program.
 - Library received 150 Project Play Kits from Community Foundation. Most of the kits were given out to our patrons through Curbside Pickup or stopping by the library during our public service hours. Extra kits were given to other groups as a part of community outreach.
 - The library has decided to create sports activity kits to giveaway using SportPort grant funds for the near future.
- Update on Youth & Adult Summer Reading. Lots of kids reading. Extended to September 4th. Not as many adult readers in the summer reading program.
- Report on Outdoor Programs
 - August 12 Visit with Princess Belle
 - Monday Morning Outdoor Story Times
 - Wednesday Outdoor Super Fun Yoga for Kids
 - Friday Outdoor Yoga with Denise Johnson of Always Time for Yoga, LLC
- Friends Group Report – Friends Planning for Outdoor Meeting at Town Square Park on August 20
 - Thank you to Friends for the second annual stipend of \$600
 - Book Donations. Friends already have many books stored in preparation for book sales. There is no additional room for storing new donations. Consensus from library board was to refuse book donations from patrons until the Friends group is able to prepare for book sales to resume. This will not be until sometime in 2021.
- Treasurer's Report- Reviewed and on file
 - The last 2 checks have been deposited (delinquent and penal fines) in operation fund at PNC
- Bookkeeper Report- Reviewed and on file
 - Highlight - 2020 State Aid & Penal Fines. Penal fines were up again this year
 - New adjustments to Restricted Income & Expense Line Items
 - General Ledger Account #520.6 was added for the LEGO Table fundraiser
 - Changes were made to General Ledger Account for Income and Expense Lines for Restricted Funds (See attached)

Issues:

- REMINDER: Library Director's Medical Leave starting Friday September 4th - Medical leave to last for one to three weeks depending on healing.

NEW AND ONGOING BOARD ISSUES

CALL TO THE PUBLIC

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Note: No public comment by Google Document form or Zoom.

ADJOURNMENT

Karen Diaz made a motion to adjourn at 11:40 am and Kate Pratt seconds.

Roll Call Vote:

- Kate Pratt - Yea
- Patti Nicholson - Yea
- Karen Diaz - Yea
- All approve and the motion passed.

Respectfully submitted by Jennifer Brennan, Note taker, and Patti Nicholson, Secretary

C. Travel During COVID-19 Pandemic

While it is inadvisable to travel during a pandemic, especially if the employee is of the “high risk” category of contracting the virus, it is understandable that there are often times when travel is unavoidable during this time. As such, the Pinckney Library will follow CDC and state and local health department guidelines for mitigating virus spread by instituting the following:

1. If staff finds him or herself traveling out of state, he/she must self-quarantine for 2-3 days after their return if they visit a non-hotspot location.
2. If a staff member travels to a known hotspot (check the Harvard Global Health Institute’s Global Pandemic COVID-19 Risk Levels Map under RESOURCES), the employee must self-quarantine for 14 days after their return.
3. It is highly recommended that an employee who has traveled to a known hotspot location be tested for COVID-19.
4. Staff should inform their direct supervisor of any planned out of state travel, especially if it’s to a hotspot location, so that the supervisor can make allowances to the work schedule.
5. The supervisor will make every effort to schedule a staff member under quarantine for Remote Work only during this time, if at all possible.
6. Following Executive Orders for Workers Safety & Protection, as well as OSHA and MIOSHA workers safety requirements during a pandemic, the Library can not penalize an employee who is under quarantine or is sick or has tested positive for COVID-19.

RESOURCES:

- CDC Travel During the Pandemic: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>
- Harvard Global Health Institute’s Global Pandemic COVID-19 Risk Levels Map: <https://globalepidemics.org/key-metrics-for-covid-suppression/>
- State of Michigan’s Coronavirus “Find a Test Site”:
https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99912-531745--,00.html
- Livingston County Health Department: 517-546-9850

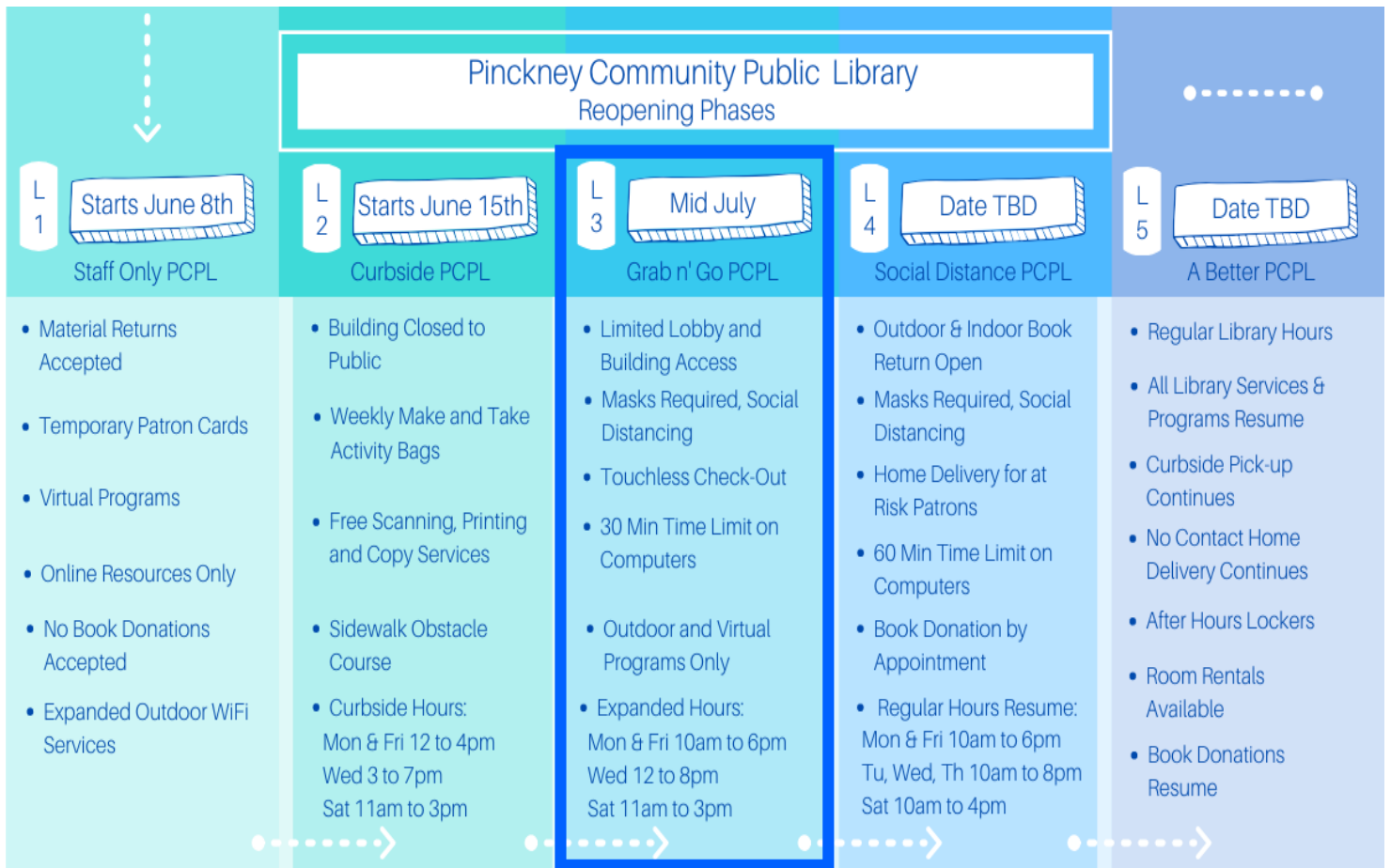
AFTERSCHOOL VISITS TO THE LIBRARY

Grab n' Go PCPL Hours

Day	Hours
Monday	10:00am - 6:00pm
Tuesday	Closed
Wednesday	12:00pm - 8:00pm
Thursday	Closed
Friday	10:00am - 6:00pm
Saturday	11:00am - 3:00pm
Sunday	Closed

(734) 878-3888

125 Putnam St.
Pinckney, MI 48169



We would like to wish all local students and teachers a happy and safe school year! Just like the rest of the world, visits to the library are a little different right now. We are used to having big crowds after school, but right now with all the CDC guidelines in place, it makes visiting the library after school a little bit trickier. We are here to help guide parents and students through those visits. We are so happy to have the students back but have age limits and time restrictions in place to protect them as well as other patrons.

1. All students under the age of 10 must have a guardian with them while in the library.
2. Current capacity based on CDC guidelines and state Executive Orders is set at 25% of the library's public service areas. For the Pinckney Library, that means 11 patrons.
3. All patrons, including students, are asked to keep their visits inside to a maximum of 30 minutes. They are welcome to use our outside yard and parking lot areas, though we will not be able to monitor their actions at all times.
4. There are very limited numbers of computers (30 minutes time limit) available in the library at this time due to social distancing requirements. Students are welcome to use our WiFi network with their own devices.
5. All patrons ages 5 and up must social distance and wear a facemask covering their mouth and nose while in the building. If a patron is unwilling to do so, we will ask them to leave.
6. Currently, there is no in-person programming offered for after-school hours.
7. We are happy to announce that our library parking lot and green areas are WiFi hotspots. No password required. Choose Library Wireless to be connected. (Note: Pinckney Library Internet Policies apply.)
9. We are happy to prepare collections for teachers to check out for their classroom and students. Please contact the library and we will work directly with you to arrange.
10. We are quarantining all items upon their return for 96 hours (4 days) for everyone's protection. We ask that you not visit the library or return items if you are experiencing symptoms or are waiting for test results. We will be happy to renew any items out on your account. (The library also offers Curbside Services for your convenience. To schedule Curbside Pickup, you may use the myLIBRO app or contact the library at 734-878-3888 during our available public service hours.)

Thank you for your understanding and cooperation. If you have concerns, please reach out to Library Director, Hope Siasoco (hsiasoco@pinckneylibrary.org) or Youth Librarian, Sara Castle (scastle@pinckneylibrary.org). We would be happy to help.



Hope Siasoco <hsiasoco@pinckneylibrary.org>

FYI - CPS Digital Marketing Invoice

Dianne Gonzalez <di1690@aol.com>
Reply-To: Dianne Gonzalez <di1690@aol.com>
To: "hsiasoco@pinckneylibrary.org" <hsiasoco@pinckneylibrary.org>

Mon, Aug 10, 2020 at 9:58 PM

Hi Hope,
Incoming restricted funds should post to the GL numbers. Please note that I had to change them because they were overlapping with some inactive numbers and causing problems with the report.

Incoming:

520.0 Restricted Income (old 680.0)
520.2 Community Fund (old 680.2)
520.4 CARES (PPE & Cleaning)
520.5 CARES (Automation)
520.9 Restricted Income - Other (Old 680.9)

Expenditures

890.0 Restricted Grant Spending
890.2 Restricted Spending - Automation
890.3 Restricted Spending - Supplies
890.4 Restricted Spending - Promotions
890.9 Restricted Spending - Other

We are not going to be able to show the specific expense breakdown for each grant in the General Ledger. The auditor wants me to keep a spreadsheet for each grant showing the income / expense detail and final year-end balance, so there will be a separate accounting for each one. I have to work on those, but I will complete them before the end of the year so you can review and make sure I have everything in the right place.

Dianne

[Quoted text hidden]