

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING
OCTOBER 15, 2020
9:30 AM
VIRTUAL BOARD MEETING MINUTES DRAFT

CALL TO ORDER @ 9:31am

President's Announcement regarding Public Comment Section

Present via Zoom: Kate Pratt, President; Patti Nicholson, Secretary; Karen Diaz, Trustee; Kate Robertson, Treasurer; Debbie Stewart, Staff Liaison

Absent: Laura Burwell, Vice-President

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

Anne Seurnyck, Library Attorney, Foster Swift Collins & Smith PC

Public: Sarah Castle

Roll Call:

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

PUBLIC COMMENT - None

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.

SPECIAL ISSUE

- Michigan Supreme Court Strikes Down Governor Whitmer's Executive Orders
 - Friday, October 2, 2020
 - Other agencies have introduced Covid-19 safety rules
 - Local guidelines vs State guidelines vs Library Privacy Laws
 - Case by case basis
 - PCPL will follow all required guidelines as recommended by library's attorneys
- Michigan Department of Health & Human Services Emergency Orders Under MCL 333.2253
 - Guidance from Clare Membiela at Library of Michigan
 - Occupancy is now 50% of total occupancy limits - 22 people total
 - This includes staff and patrons
 - 50% is calculating the library's general space
 - Meetings/gatherings have different guidelines – 20 per 1,000 sq. feet with 6 feet social distancing and masks required
- Policy Changes due to rescission of Governor Emergency Orders and new MDHHS Emergency Orders
 - Library's COVID-19 Preparedness & Response Plan has been updated- see attached
 - Changes are highlighted in blue
 - Virtual meeting ability extended – takes immediate effect and is retroactive
 - Proposed Revision to Library's Phased Levels of Reopening
 - Hope presented the board with some suggestions for changes to Level 5 of the reopening plan.
 - Suggested changes include:
 - Enter Phase L5 on November 2, 2020
 - Phase 5 will include additional open hours with a return to staff schedule from before pandemic closing, including a return to staff filling out timesheets for actual hours
 - Hope asked if the library can return to charging for fax, copying, and printing services
 - A discussion followed.
 - The board approved:
 - Additional operating hours: M & F 10am-6pm; T, W, Th 12pm-8pm with curbside 10am-12pm; and Sat 11am-3pm
 - Scanning, printing, faxing & coping will remain free to patrons

- Computer time limits will increase to 60 min
 - Meeting/Study Rooms will remain closed
 - Phase 5 to begin on November 2, 2020
- Kate Pratt made a motion to change the parameters of Phase 5 of the Library's Phased Levels of Reopening to include the above discussed and approved changes and Karen Diaz seconds.

Roll Call Vote:

- Kate Pratt - Aye
- Patti Nicholson - Aye
- Karen Diaz - Aye
- Kate Robertson -Aye

All approve and the motion passed.

- Hope asked for clarification on posting occupancy signage. Anne suggested a sign which explains that the library can now have 50% of total occupancy limits which includes a total of 22 patrons and staff. Having an actual number of patrons allowed each day on the sign is not necessary because that number will change according to the number of staff present at any given time.
- All the above discussed and approved procedure and policies changes can be posted as soon as they are ready for publication. They are now the new procedures and they replace the old procedures immediately as they were approved and passed by the Library Board.
- Proposed Changes to Employee Health Screening
 - Hope asked Anne if the paperwork related to individual employee health questionnaire can be simplified.
 - Does the Health Screening paperwork need to stand alone, or can it be combined with payroll/timesheet procedures?
 - Is it possible to make the act of signing into work be confirmation that the employee has completed and passed the health screening?
 - Anne will have Mike Blum contact Hope with an answer. He can interpret the wording on health screening procedure requirements.
 - Hourly Employee Timesheets
 - Hope asked the Board when they want to return to pre-pandemic wage calculation.
 - A discussion followed:
 - March 15, 2020 Special Library Board Meeting set pandemic pay as covering "regular scheduled hours"
 - Wage/salary calculation will be directly tied to the Library's Phased Levels of Reopening
 - L1-L4 (Pandemic Pay)
 - L5 move to actual hours worked (Pre-pandemic Pay)
 - Currently in L4
 - Regression to L4 -L1 will return to Pandemic Pay
 - Kate Robertson made a motion to tie employee salary to the Library's Phased Levels of Reopening where L1-L4 is Pandemic Pay and L5 is Pre-Pandemic Pay with no payroll changes happening until the library reaches L5 and Patti Nicholson seconds.

Roll Call Vote:

- Kate Pratt - Aye
- Patti Nicholson - Aye
- Karen Diaz - Aye
- Kate Robertson - Aye

All approve and the motion passed.

CONSENT AGENDA

CORRECTION/ADDITIONS TO AGENDA

READING OF MINUTES FROM SEPTEMBER 17, 2020 BOARD MEETING

PRESENTATION OF BILLS:

- July-August 2020 Bills for Review
- August-September 2020 Bills for Review

- September-October 2020 Bills for Review

Kate Pratt made a motion to accept the Consent Agenda as presented and Patti Nicholson seconds.

Roll Call Vote:

- Kate Pratt - Aye
- Patti Nicholson - Aye
- Karen Diaz - Aye
- Kate Robertson - Aye

All approve and the motion passed.

OLD BUSINESS:

None

NEW BUSINESS:

Reports:

Library Progress Report

- Donations of Note
 - Ms. Sandra Lobbestael donation of \$5,000
 - Possible Pfizer Foundation Alumni Match of \$2,500
 - Hope will use this money to link Mylibro and Verso together and purchasing 3 new hotspots for circulation
- Hope is purchasing 3 more hotspots.
 - Hotspots have been in high demand during the pandemic
 - Hotspot usage and borrowing rules need updating
 - Hotspot policy changes will be placed on the November meeting agenda
- Patron comment regarding Library Reopening
 - Hope reported that a patron commented that PCPL is following unconstitutional laws
 - PCPL is required to follow rules imposed by MIOSHA, MDHHS and local authorities which replaced Gov. Whitmer's mandates
 - PCPL is following recommendations of library attorneys
- Hope's Interview with Merrit Cieslak
 - Merrit Cieslak, the library's architects, was celebrating 50 years of service
 - PCPL to be highlighted in their presentation video for MLA Conference
- 2020 Spooktacular Cancelled—Pumpkins in the Park Contest to still take place
 - Information is posted on Facebook
 - Hope will post flyers
- December Virtual Magic Show Program
 - The Livingston County libraries are collaborating to bring a virtual magic show to our community on Tuesday December 28 at 11am.
 - Find more information and the registration link at <https://howelllibrary.libcal.com/event/7200484?k=bb8300e9acb8a4dd0537e369f04002d>
 - Registration begins December 15 and is **online only**
 - Cost will be shared by all six public libraries in the county
- Yo-Yo Workshop in February 2021
 - Another joint program with Livingston County Libraries
 - Since Hartland Library and Pinckney Library participate in SportPort we agreed to treat this workshop as a SportPort Program event
 - SportPort grant money will be used to pay for the Yo-Yo kits for those who sign up and register for this virtual event via Zoom

Friends Group Report—None. Friends Group on hiatus

Treasurer's Report

- State Aid Updates for FY2021
 - The FY21 state budget reflects a \$1,000,000 increase for State Aid to Libraries
 - Pinckney Library should see an increase with next year's State Aid checks

Bookkeeper Report

- Kate Pratt stated that the new Bookkeeper Report style is better suited to the board. The mid-month start date matches the meetings better.

Issues:

None

NEW AND ONGOING BOARD ISSUES:

None

CALL TO THE PUBLIC

None

ADJOURNMENT@ 11:23am

- Karen Diaz made a motion to adjourn and Patti Nicholson seconds.

Roll Call Vote:

- Kate Pratt - Aye
- Patti Nicholson - Aye
- Karen Diaz - Aye
- Kate Robertson - Aye

All approve and the motion passed.

Respectfully submitted by Jennifer Brennan Notetaker