

PINCKNEY COMMUNITY PUBLIC LIBRARY BOARD MEETING

Hybrid Style

JANUARY 20, 2022

9:30 AM

BOARD MEETING Draft Minutes

CALL TO ORDER @ 9:30am

President's Announcement regarding Public Comment Section

Present: Kate Pratt, President; Kate Robertson, Treasurer; Patti Nicholson, Secretary; Shelly Wagnitz, Trustee; Hope Siasoco, Director; Marcia Spicer, Staff Member; and Jennifer Brennan, Note Taker.

Public: Sara Castle

ABSENT: Laura Burwell, Vice President

PUBLIC COMMENT:

Note: Public Comment for this hybrid 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.

Tyra S. emailed the Library Board regarding an update of COVID-19 cases and trends for the 48169 area code from the Livingston County Health Department COVID-19 Dashboard. She noted that the 48169 COVID-19 cases was only 1.2% of the whole Livingston County area at the beginning of pandemic. It has only risen to 1.6% since the start of the pandemic counting period.

CONSENT AGENDA

CORRECTION/ADDITIONS TO AGENDA

- o Addition to "Ongoing board issues" Kate Robertson asked that Hope put all documents on Dropbox at least 24 hours before a board meeting in order to allow Board Members time to look at documents.

READING OF MINUTES FROM DECEMBER 16, 2021 ANNUAL BOARD MEETING

PRESENTATION OF BILLS:

- o December 2021- January 2022 Bills for Review

Kate Pratt made a motion to accept the Consent Agenda for December as amended and Patti Nicholson seconds. All approved and motion passes.

SPECIAL ISSUES

- o Guest: Chris Bonk of B5 Contractor Services LLC to propose partnership for auction fundraiser
 - Tabled until he can attend
- o Announcement of January 20, 2022 Hybrid Meeting & Results of Email Polling
 - There was an email sent to Board Members on January 18, 2022 asking the question "Should the January 20, 2022 board meeting be a hybrid meeting?"
 - The email discussion included sharing the technical ability to successfully host a hybrid meeting
 - Because the library can support a hybrid meeting, the board voted to have the January 20, 2022 board meeting as a Hybrid meeting
 - Votes: 4 yes with 1 abstain
 - Motion passes
- o Hybrid Meeting Option for Future Library Board Meetings
 - A discussion followed
 - The more we allow this offering, the better and easier to host in the future
 - Hope had requested and been granted a Virtual Meeting Technology Kit through the ARPA Capacity Grant administered by TLN
 - Hybrid meetings increase access for people still unable or unwilling to attend public meetings in person

- Kate Robertson made a motion that the board hosts hybrid meetings as needed and Kate Pratt second. All approve and the motion passes.
- PCPL Wage Scale
 - Kate directed Hope to create a doodle poll to find a date to have a special meeting to discuss the wage scale.

OLD BUSINESS:

- CDC COVID-19 Tracker: Livingston County at “High Rate of Transmission” and 30.67% positivity (Risk Level E in MiSafeStart Map—highest level)
- COVID-19 Quarantine, Isolation, Masking & Testing Guide from Clare Membiela
- Review of COVID-19 Pinckney Library Policies:
 - Daily health screenings.
 - Face covering requirements; and
 - Social distancing requirements
- Continuing of social distancing, limited seating, limited computers, and tables by circulation desk
- Use only Local History Room and Big Program Room for meetings or tutoring
- Reminder that Pinckney Library still offers Curbside Pickup Service
- Free COVID-19 home tests now available via <https://www.covidtests.gov/>
- Governor’s Announcement of how Michiganders can obtain up to eight free At-Home COVID-19 tests per month through their health insurer
- A discussion followed:
- Kate Pratt asked Sara Castle, Assistant Director/Youth Librarian, what attendance is like for programs
 - Small attendance at this time
 - Lots of space for social distancing is available
 - Story time and other programs are labeled as “subject to change”
- Shelly Wagnitz advocated a return to stricter mask requirements
- Kate Robertson clarified there is a difference in what is decided for staff or for public
- Patti Nicholson stressed the other safety measures that have been added at the library such as uv lights in the H/Vac system and ventilation fans
- Hope explained that constantly changing the library hours and procedures is difficult for patrons
- Kate Robertson made a motion to keep current programming but not expand it yet, to continue to look at the situation monthly and to strongly suggest that staff wear mask in public facing position and Kate Pratt seconds. All agree and the motion passes.

NEW BUSINESS:

Reports:

- ✚ Library Progress Report
 - Donations of Note:
 - \$5,000 from Chris Bonk of B5 Contractor Services LLC to be used at Library’s Discretion
 - Friends of the Library’s first part stipend for \$600
 - Year-End Donations
 - \$300 from Judy Mulholland – Memo: Thank you for all you do!
 - \$221 from Lily Krezel “in grateful thanks for all the library staff does for our community”
 - \$100 from Kristi Kidd for General Operations
 - \$100 from The Mohn Family
 - \$100 from Joan Thompson via Donorbox/PayPal for Library Programs and Events
 - \$20 from Shannon Powers via Donorbox/PayPal for a book to add to the library collection
 - Update on Water Fountains installation
 - Main area fountains need to be adjusted to be less sensitive
 - West side fountain plumbing needs work before installation.

- New Library Page – Colette Koudelka (will start training on Monday, January 24)
- Annual State Aid Report due before February 1, 2022—work is working on this with Joseph Hamlin at the Library of Michigan. Hopefully, it will be finished and submitted by next week. (NOTE: Library counts are expected to be low for this reporting period due to the pandemic. Reporting period is FY2020.)

Friends Group Report

- Friends' Treasurer Report- Reviewed and on file.

Treasurer's Report- Reviewed and on file.

- End-of-Year transfer from Huntington Bank to PNC General Fund? (Tabled from 2021 Annual Meeting)
- Kate Pratt made a motion to transfer \$100,000 by check from Huntington Bank Debt Fund to PNC money market general account and Patti Nicholson seconds. All agree and the motion passes.
- Kate Robertson and Patti Nicholson will try to get this transfer done sometime in the next few weeks
- Letter from Huntington Bank Regarding Reversal of Mistaken Withdrawal
 - Dianne, the Bookkeeper, found a Withdrawal mistake made by Huntington Bank from the library's debt account
 - \$921 has been returned to that Money Market account

Bookkeeper Report- Reviewed and on file

Issues:

- Ideas for 2022 Annual Fundraiser Discussion – Tabled from 2021 Annual Board Meeting/Ongoing Discussion
- Shelly Wagnitz has a new fundraising idea: Host online events.
- Money earned through registration fee
 - Online Art Challenge
 - Scavenger Hunts
 - Talks
- Amazon Wish Lists

NEW AND ONGOING BOARD ISSUES

Kate Robertson asked that Hope put all documents on Drop Box at least 24 hours before a board meeting to allow Board Members time to look at documents. Hope will do her best, but the agenda will always be "Last Minute" to allow for late additions & changes or Board Member absence

CALL TO THE PUBLIC

Jennifer Brennan shared that she likes the Hybrid meeting. She finds that when each board member is on the Zoom meeting on their own computer it is easier to follow the discussion. It is easier to distinguish the speaker and follow the discussion.

Kate Pratt likes the Zoom component because of the recording.

ADJOURNMENT 11am

Kate Roberson made a motion to adjourn and Shelly Wagnitz seconds. All approved and motion passes.

Respectfully Submitted by Jennifer Brennan