

May 2020 Meeting Minutes

Henika District Library
Board of Directors Meeting
Thursday, May 21, 2020 at 6:00 pm

- I. **Call to Order** - 6:05 pm by President Joshua Wright
 - Members Present:** Joshua Wright, Amy Huyck, Gary Marsh, Ann McInerney, and Danielle Simmons
 - Members Absent:** Maria Musgrave, 1 Open position for the City of Wayland, 1 Open position for Wayland Township
 - Staff Present:** Nicole Gray
 - Guests:** None

- II. **Approval Agenda** motion by Huyck, second by Marsh

- III. **Community Opportunity to Address the Board** - no comments

- IV. **Approval of February 2020 Meeting Minutes** motion by Marsh, second by McInerney

- V. **Financial Reports**
 - A. February 2020, March 2020, and April 2020 were discussed.
 - B. **Approval of February 2020 Paid Bills** motion by Marsh, second by Huyck
 - C. **Approval of March 2020 Paid Bills** motion by McInerney, second by Marsh
 - D. **Approval of April 2020 Paid Bills** motion by Marsh, second by Huyck

- VI. **Director's Report**
 1. Staff has been working hard during closure, planning for reopening, planning for Summer Reading, and learning new things.
 2. Summer Reading will be tracked online through READsquared this year and will run from June 1st through August 7th.
 - B. Youth Report
 1. Virtual programming schedule being posted at least three times a week.
 2. The Cinderella Escapes! Virtual escape room has been completed by 2,206 people!
 - C. Circulation Report
 1. Roughly $\frac{1}{3}$ of ebook circulation for the year occurred during April
 2. Adult Programming events including crafts, book craft, and trivia have been ongoing virtually.

- VII. **Old Business** - none at this time

VIII. New Business

A. Policy Manual Update

1. Overdue Fines and Bills Policy discussion to remove overdue fines for all Henika District Library materials

- a) Marsh reiterated support for removing fines as other area libraries have done.
- b) Huyck shared students avoid using Henika out of fear of fines.
- c) McInerney moved to approve the proposed updates to the policy, motion seconded by Huyck. Motion passed unanimously.

2. Pandemic Reopening Plan was discussed and approved as a working plan.

- a) Discussed the importance of keeping plan flexible to be able to react to the situation quickly.
- b) Plan will be posted on Library website, with Current Stage wording posted on website, social media, and library entrances.

IX. Around the Table

- A. Marsh - expressed concern about mail delivery during closing. Discussed potential need for Board President to have a key to the building. Board agreed to discuss later if necessary.
- B. Simmons - discussed email issues for Simmons and Marsh. Gray will contact Lakeland.
- C. Huyck - expressed hope that everyone stays safe and healthy.
- D. McInerney - thank you to the staff
- E. Wright - appreciates everything the staff is doing. Reminded building committee that a walkthrough needs scheduled once library reopens.
- F. Gray - thanked board for support.

X. Adjournment - 6:54 pm by Wright