



**Gladwin County District Library
Board of Trustees Regularly Meeting
BOARD MINUTES
Tuesday, September 21st, 2021 at 5:00 p.m.**

Those attending include Vice President Bob Kusch, Secretary Barb Lyons, and Treasurer Bob Frei.
Trustees: Madalyn Steyer, Becky Miller, Nancy Bodnar
Absent: Lori Fall, John Rhode
Also attending: Gladwin County District Library Director John Clextan, Barb Curtindale, Jerry Smith

A) Call to Order:

Meeting called to order at 5:00 pm. by Vice President Bob Kush.

B) Pledge of Allegiance:

Pledge of Allegiance was recited.

C) Approval of Agenda:

A motion to approve the agenda as presented by Treasurer Frei, second by Steyer to approve the agenda with no corrections.

Bodnar- Aye	Lyons- Aye	Frei- Aye
Steyer-Aye	Miller- Aye	Kusch- Aye

Motion carried with 6 ayes 0 nays.

D) Approval of Minutes:

Postponed for September meeting due to technical difficulty. July 13th minutes were presented with a motion by Frei, second by Steyer with no corrections

Minutes for August 17th board minutes were presented with a motion by Frei, second by Lyons.

Bodnar-Aye	Lyons- Aye	Frei- Aye
Steyer- Aye	Miller- Aye	Kusch –Aye

Motion carried with 6 ayes 0 nays.

E) Reports:

a) Genealogy

- o 22 days the Genealogy Room was open with no society meeting for August, but they had their “no ants” picnic.
- o 19 workers signed in for a total of 119 hours. 18 members signed in for a total of 62 hours and 25 min. 5 patrons used the room for a total of 14.5 hours. One patron came in from Mt. Pleasant, her maiden name was Flynn, from the lumber co. 2 members worked 11 hours and 15 minutes, one was Bill who came to write his FINAL article while local. 1 Person worked on Society items for 8 hours and 15 min. 1 Person helped the Friends of the Library for 1 hour. 34 people used the

computers, 1 used the bookroom, and 3 people came in for Chats and Tours. Norma Furlo worked at home for 180 hours on Obits.

- classes will start up at Mid on Sept 23 in the genealogy room and will be going to the college for 5 more weeks of class. Classes are from 5 to 7 pm.
- A list of books was presented that had little to no Genealogy significance for deletion. The list was pre-approved by Director Clextton. The list was reviewed with a suggestion for Genealogy benefit that some should be considered selling online for funds to benefit the Genealogy department.

A motion was made by Frei and seconded by Steyer

Bodnar –Aye

Lyons- Aye

Frei- Aye

Steyer- Aye

Miller- Aye

Kush- Aye

Motion carried with 6 ayes and 0 nays.

b) Friends of the Library-

- 7 members attended the meeting for a total of 8 3/4 hrs. 9 vol. signed in 31 times for a total work time of 130 1/4 hours in the book room or loading, hauling, sorting, shelving, and packing books. Volunteers worked at home and the K of C Fish Fry for a total of 96 1/2 hours (includes bake & prep time at home) 3 officers worked at home for a total of 6 hours. 3 volunteers worked Farmer's market sales 2 dates in Aug. with 1 extra helper on 1 date. Total given time 42 1/2 hours.
- We requested permission to place a sign in the lobby for the limited weight of book packages to 20 lbs. and also the shipments from Beaverton to be considered in smaller boxes so they are manageable weights.
- On Labor Day weekend alone we sold 239 books for an income of \$483.00. Friends total financial gain from participating in the Market 8 times was the sale of 1,093 books adding \$2,069.29 to our treasury.

F) Public Comments:

None

G) Approval to Pay Bills:

With a motion by Frei, second by Steyer to pay bills as follows:

Prepaid(s) in the amount of \$ \$81,514.41

Payroll(s) in the amount of \$14,776.74

Unpaid: \$10,531.93

With a total amount of bills to be paid of: \$106,823.08

Discussion as to maybe the largest amount of bills paid in one session, \$50,000 will be repaid to the library 5-6 days after sign installation on Sept 26th and when final 50% of the sign is paid (\$18,879.14)

With a motion to pay bills by Frei, supported by Steyer, a roll call vote was taken with the following results:

Bodnar- Aye

Lyons- Aye

Frei- Aye

Steyer-Aye

Miller- Aye

Kusch- Aye

Motion carried with 6 ayes 0 nays.

H) Activity Reports as Follows:

Director's Report and Circulation Report, given by Director Clextan.

Clextan noted in the circulation report, the door counts were at 3163 for both locations but the number of check-outs totaled 6378 for the district. Our audiobooks checked out at 450 and e-books at 474 and 29 new borrowers. We had just over 2225 website visits. Numbers are consistent and steadily growing each month. Especially since hiring our new Program Director who has reintroduced storytime and other programming.

We also have introduced afterschool Oculus programs (Virtual Reality). A large amount of previously LSTA grant items has been put out for both teen areas for each library. Many of these were not able to be put out before. Some of these items include art supplies, puzzles, mind games, and much more.

We also have new Nintendo Switch game stations at each branch which offer some of the most up-to-date game systems on the market.

Our Book for Lunch series resumes after a long draught on Oct 4th at 11 AM with Mike Fornes, author of several Mackinaw bridge books. This time around, it is a brown bag lunch and dessert, and refreshments are being provided.

The new sign on M-61 was scheduled to go up today, but due to weather, it has been postponed to Thursday, Sept. 23rd.

Remote printing is now in place and bugs are being worked out, it already with little promotion has been big in Beaverton. Promotion for this will soon be going out. This will be a convenient way for patrons at home, cell phone users to print with ease. We have a four-year plan, we will re-evaluate at that time whether to continue or not. It is the guess from Mr. Clextan that this will gain popularity and it has become standard in most libraries.

The Arena is scheduled to begin its hockey season on Oct. 4th. They have a new Arena Manager who already has brought some bold and great organization to the arena.

State Aid preparation has begun, along with preparation for a budget hearing, 2021 budget amendment, and presentation of the 2022 Budget. Regarding State Aid, with new reporting details, care will need to be taken in adjusting to the new report standards. However, Mr. Clextan has been in training to learn the new procedures.

Activity Reports for approval were moved by Frei and seconded by Steyer.

All in favor.

I) Committee Reports as Follows:

- Finance: TCF/Huntington merger planned for October continues. There was slight confusion, as our health care broker, 44 North, had to spilt their accounts with two different banks - Horizon and Huntington. Frei has been in contact with 44 North to straighten out their confusion. He also has been in direct contact with Huntington. Information is slow to come out and often is not known by the banks themselves. He is working directly with the representatives and will share information when it comes available. He did state that we will be able to use already ordered checks, but will not be able to use old deposit slips. Also, it was noted that for the merger to be conducted on Oct. 8-14th, it is advisable to limit bank activity to make sure that all systems perform as they should.

Approved by: _____

Date: _____

- Personnel: The employment handbook is done and will be given to the board for presentation shortly.
- Building: Didn't meet.
- Ad hoc (by-laws): Fall has the new Board by-laws back from the attorney but will present when she returns from family illness.

J) Communications:

None

K) Old business as Follows:

- a) Genealogy Discard agreement draft was presented and moved to President Rhode and Director Clextan for their signatures.
- b) Library Director Contract for Mr. Clextan was presented last month and presented for a board vote.
Motion by Steyer and Second by Lyons.
All voted in favor
6 Ayes, 0 Nays.

L) New Business as Follows:

- a. Covid Positive/Exposure Quarantine Policy/Procedures were presented for clarification/adjustment by Director Clextan, based on recent events, advice directives from the Library of Michigan, and directives given by Gladwin Department of Health. The following was discussed and agreed upon by the consensus of the board. The following information will be presented for attorney review and will be presented as a resolution for approval at the October board meeting. Starting from our first library shutdown due to Covid 19 in March 2020, we have continued to monitor, evaluate, and create policy based on Federal, State, and Local guidelines.

Initially, the Board agreed from March 2020 to June 2020, during our shutdown, the library did not institute layoffs and strived to keep everything status quo in terms of employment and pay.

As we are now in Sept 2021, we continue to have pandemic effects that will most certainly go into 2022. After discussion, the board agreed that is impossible fiscally and does not honor their duty to taxpayers to not address some of the issues going forward.

Mr. Clextan has received recommendations from the Library of Michigan, Updated CDC Guideline (Sept 18, 2021), and direct orders from the Gladwin Health Department, therefore requiring the library to address and adapt added portions to our Covid Policy. In addition, a large amount of this is due to the changing variants, that the CDC has updated their guidelines on September 18th to address guidelines of Vaccinated and Non-Vaccinated situations, and the bottom line is the CDC non-equivocally states local health department has the final say in how long quarantines and covid guidance is conducted.

After some incidents with the above already this year, it is being asked that the board amend and form a resolution to address these questions.

Approved by: _____

Date: _____

Again, after a lot of discussion among all board members present it was decided that on October 1st, the following will be put forth as active policy:

1. The library will NOT require a vaccine requirement for staff
2. The library will/may ask for verification of vaccine status
3. The library can ask for covid negative test before returning to work
4. The library has the right to send anybody showing signs and symptoms of illness home
5. The library will follow all guidelines and directives from the Gladwin Health Department
6. Sick leave due to quarantine or illness is covered only per sick time accrued per individual.

The current directives from the Gladwin Health Department are as follows:

Non-Vaccinated:

The guidelines state what is referred to as the “10-10 Rule”. Any individual testing positive for Covid-19 needs to stay home and quarantine away from others for ten days. Any household contacts to that individual need to quarantine for ten days along with the positive individual. THEN, at the end of their quarantine add an additional 10 days for them. For instance, a child testing positive on September 6th would quarantine for 10 days ending on September 16th at midnight, returning to school on September 17th. Others who live in the same home and quarantined with the student since September 6th now add an additional ten days to their quarantine ending September 26th and may return to work on September 27th. The reasoning for this is because a student who tests positive is considered contagious for the entire 10 days they quarantine and have the ability to pass the virus to other household members at any time. These other individuals can be asymptomatic carriers and be contagious for 10 days following the last exposure to the contagious student.

Vaccinated:

People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms, and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Situations will be communicated directly with Gladwin Health Department if they occur and ALL guidance will be at their discretion. Again, keep in mind as we move forward, any Federal, State, or OSHA guidelines will also be taken into the equations for requiring a recent Covid Test upon return to work. These questions, based on current research, have shown that we can do all of the above, after much discussion the board agrees and will send it to an attorney for verification of the above questions.

Approved by: _____

Date: _____

The board also discussed the “Paid Leave” policy. In the past, the library board approved a gracious 3 month plus leave fully paid with regular benefits. However, although they were happy to do so, it has become clear that the pandemic marches on with not a lot of end in sight. The board discussed and deliberated but also came to a consensus that the library has 1) a Fiducial responsibility to taxpayers to secure the function and operation of the public library. The library is unable to offer open-ended coverage for unlimited sick time with pay.

All verbally agreed and it will be presented next month after attorney review.

- b. Presentation of Employee Handbook was given out for review and will be available for discussion and then moved to approval for activation.

M) Board Comments as follows:

Steyer asked why the Book for Lunch had changed its time to 11 AM. Clextton explained that unfortunately it was booked and advertised for that time by a previous employee. All future events will be corrected to a noon start time.

N) Adjournment:

The meeting was adjourned at 6:15.

Minutes Taken and Transcribed by John Clextton Library Director.