

**Rochester Hills Public Library
Board of Trustees Meeting**

October 12, 2020

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (virtual) meeting on Monday, October 12, 2020. The President called the meeting to order at 7:04 pm via a virtual roll call. The presiding officer was Madge Lawson.

A quorum of the board was present including Gregg Christenson, Anne Kucher, and Suba Subbarao. Bob Bonam joined the meeting at 7:18pm. Chuck Stouffer was absent.

Guests included Library Director Juliane Morian, City of Rochester Liaison Ayana Knox-Potts, and Oakland Township Library Board Liaison Michael Tyler.

- II. There were no public comments.
- III. Minutes –On a motion by Ms. Kucher, which Mr. Christenson seconded, the board approved the regular meeting minutes of September 14, 2020.
- IV. The Treasurer’s Report –The board reviewed, discussed and filed the treasurer’s report.
 - A. Ms. Morian explained that staff is monitoring surplus funds in the materials budget however, there are some unique challenges this year as a result of supply chain disruptions, rolling furloughs and vacancies at vendor sites, shortages in printing supplies, and shifting distribution dates; as a result, material expenditures is below target amounts.
- V. On a motion by Ms. Kucher, which Ms. Subbarao seconded, the board approved the monthly bills for September 2020 totaling \$335,304.94.
- VI. Communications
 - A. The board reviewed, discussed and filed the communications.
- VII. Director’s Report and Statistical Report
 - A. Ms. Morian provided an update on COVID-19 mitigation strategies and facility enhancements.
 1. The board supported an accelerated process of researching and purchasing touchless fixtures (specifically those with a modern sensor that detects movement not skin tone) for the bathroom facilities to help mitigate the spread of COVID-19.
 - B. The board was briefed on some of the challenges the Friends of RHPL group has had to adjust to in their effort to resume and reimagine fundraising opportunities. The board expressed their gratitude to the work of the Friends for their continued support of the library. Ms. Lawson will attend the Friends Annual Meeting on October 22, 2020 and convey appreciation on behalf of the RHPL Board of Trustees.

- C. The board reviewed and discussed the statistical report. Ms. Morian explained that missing patron accounts were restored since last month's statistical report, but that additional cleanup is needed to ensure each resident is assigned to the correct municipality.

VIII. Committee Reports

A. Strategic Planning Committee

- 1. The group met twice since the prior RHPL Board of Trustees meeting. They have addressed a needs analysis and an audit of current RHPL services, discussed the framework for a strategic plan document, and are devising aspirational goals.

- B. Nominating Committee – Ms. Lawson requested that Mr. Bonam and Ms. Subbarao serve on the nominating committee and prepare a slate of officers to the board at the November meeting.

IX. Other Business

- A. The board discussed the Interlocal Agreement with Oakland County in order to request CARES Act money as reimbursement for COVID-19 related expenditures.

- 1. On a motion by Ms. Lawson, seconded by Ms. Subbarao, the board approved the Interlocal Agreement with Oakland County.

- B. The board decided to cancel the annual board dinner in December in light of the COVID-19 pandemic.
- C. Ms. Lawson inquired about outreach to the local municipalities as it relates to the November election. Ms. Morian relayed that she did communicate with each of the municipalities' clerks and offered to place any local information on the RHPL voting information page on the website.
- D. There were no additional comments from board members.

X. Questions from the Liaisons

- A. Mr. Tyler asked if other individuals or even personal assistants/delivery drivers could pick up holds for customers. Ms. Morian explained that with the current self-checkout workflow and policies in place, it is possible to check out materials by typing in a library account number and does not require having the physical card present.
- B. Mr. Tyler commented that the online edition of "RHPL – Your Partner in Learning" was impressive and is eager to see the printed supplement reach homes. Ms. Morian confirmed it should arrive by October 19, 2020.

- XI. The regular meeting adjourned at 8:15 pm.