

**Rochester Hills Public Library**  
**Board of Trustees Special Meeting**  
**March 16, 2020**

- I. The Board of Trustees of the Rochester Hills Public Library held a special (virtual) meeting on Monday, March 16, 2020. The President called the meeting to order at 7:32 p.m. via a virtual roll call. The presiding officer was Madge Lawson.

A quorum of the board was present including Bob Bonam, Anne Kucher, Chuck Stouffer and Suba Subbarao. Gregg Christenson was absent.

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

- II. There were no public comments.

- III. The board discussed the safety of staff, volunteers, and public during COVID-19 pandemic

a. Ms. Lawson stated that the safety of the staff was of extreme importance.

b. Ms. Morian provided an update on how the staff and facilities could operate in emergency response mode.

i. Ms. Morian reviewed the RHPL Communicable Disease readiness plan.

ii. Ms. Morian relayed that:

1. By executive order from Gretchen Whitmer all libraries are closed to the public through March 31<sup>st</sup> (possibly longer).

2. She participates in a community call with Mayor Barnett every week to monitor their recommendation for our community. It is comprised of representatives from Ascension, RCS, Avondale schools, City of Rochester, Oakland University, Rochester University, and Older Person's Commission.

3. Most libraries don't have the infrastructure that RHPL's building does and do not have a protocol in place for drive-thru services.

4. Ms. Morian presented her recommendation to pay staff at their current, scheduled rate of pay (in keeping with our temporary

closures policy) during the emergency response period. While this is an operational decision, the board agreed with that recommendation.

- iii. Ms. Morian provided an update on remote work for library staff and what services can continue with the following priorities:
  - 1. Employee safety is our first priority
  - 2. Continuance of services for the community is our second priority
    - a. Circulation of materials at the drive-thru
    - b. Virtual engagement through directed emails and social media
  - 3. Basic building functions (ranging from health/maintenance of our aquarium to acquisitions work)
  - 4. Some virtual meetings (committees, strategic plan, etc.)
- c. The board debated multiple week closures.
- d. The board considered closure with circulation (at drive-through/curbside)
- e. The board considered reduced hours of operation.

On a motion by Ms. Subbarao, seconded by Mr. Bonam, the board approved closing the library building to public access, possibly through the end of April.

On a motion by Ms. Kucher, seconded by Mr. Bonam, the board approved limited drive-thru services during the time the building is closed, as long as the service can be safely offered during the COVID-19 crisis.

On a motion by Mr. Bonam, and seconded by Ms. Kucher, the board approved adding a clause to MGT-8 Temporary Closures Policy:

“7. In the event of long-term, temporary closures spanning multiple days or weeks, emergency loan parameters can be enacted at the discretion of the

library director.”

#### IV. Other Business

##### a. Comments from the Board

- i. Mr. Stouffer commented that he was appreciative of the staff and that he felt it was important for the library to provide the limited drive-up service for the community.
- ii. Ms. Lawson commented that she felt the library was a lifeline to the public. She also inquired about any additional legal or liability questions that the library should be aware of. Ms. Morian said that many of the laws surrounding workplace safety during a pandemic have not been clearly defined, but that she continues to study all guidelines to maintain compliance with employee law.
- iii. Ms. Kucher expressed a desire to let staff know how appreciated they are and that the community holds them in high regard for their hard work under extraordinary circumstances.

##### b. Questions from the Liaisons

- i. Mr. Tyler commented that once we are past this immediate crisis, the library should consider revising policy to include a process for declaring an emergency so that procedures are in place. He also recommended the staff be given protective gear of tight-fitting gloves. Ms. Morian commented that we do provide protective personal equipment per OSHA recommendations.

#### V. The special meeting adjourned at 8:43 p.m.