

Rochester Hills Public Library
Board of Trustees Meeting
March 9, 2020

- I. The Board of Trustees of the Rochester Hills Public Library held their regular meeting on Monday, March 10, 2020. The President called the meeting to order at 7:01 p.m. in the boardroom at 500 Olde Towne Road, in Rochester, MI. The presiding officer was Madge Lawson.

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

Guests included Library Director Juliane Morian, and Oakland Township Library Board Member Henry Carels.

Bob Bonam joined the meeting at approximately 7:20 p.m.
- II. There were no public comments.
- III. Minutes - On a motion by Mr. Christenson, which Ms. Kucher seconded, the board approved the meeting minutes of February 10, 2020.
- IV. The Treasurer's Report –The board reviewed, discussed and filed the treasurer's report.
- V. On a motion by Mr. Christenson, which Ms. Subbarao seconded, the board approved the monthly bills for February 2020 totaling \$339,581.95.
- VI. Communications
 - A. Based on a recommendation from Ms. Kucher in her 2020 Community Outlook report, Ms. Morian will order business cards for each member of the board to use if and when they attend community events.
 - B. The board reviewed, discussed and filed the communications.
- VII. Director's Report and Statistical Report
 - A. The board reviewed the statistical report. Ms. Morian noted that there was incomplete information for Oakland Talking Book Service (due to the fact the library receives statistics from Michigan's Braille and Talking Book Library and their statistics are delayed as a result of transferring software systems this month). Ms. Morian also noted that the Oakland Township card holder count was inaccurate and will be corrected. Ms. Subbarao asked to include a footnote about the data inaccuracies. Next month's statistical report will include updated labels to better denote staff mediated checkouts and self-checkout counts.
 - B. The board reviewed, discussed and filed the director's report, statistical report, and updates to the 30/60/90 transition plan for the new director.
- VIII. Committee Reports
 - A. Policy Committee

1. On a motion by Mr. Christenson, seconded by Ms. Subbarao, the board approved Gov-5 Library Board Committee Policy.

B. Finance Committee

1. Finance committee will plan to meet with auditors to discuss the 2019 audit during the last week of March.
2. The board discussed a desire to have the library's financial planner meet in person with the library twice a year, once with the finance committee and once with the whole board. Ms. Morian will set up twice annual meetings.

IX. Other Business

- A. The board discussed various considerations per the Coronavirus (COVID-19) communicable disease. Ms. Lawson inquired about liability insurance. Ms. Morian will research the legal and liability aspects of communicable disease. Ms. Morian will also prepare a readiness plan and share it with the board. She will include a recommendation for any policy changes that need board approval and will recommend a special meeting if action is required before the next scheduled board meeting.
- B. The board discussed expanding school outreach and support of students (possibly through a virtual tutoring program) during after-school hours. Ms. Morian will reach out to district administrators to pursue a stronger partnership.
- C. On a motion by Mr. Bonam, seconded by Ms. Kucher, the board approved serving alcohol at the upcoming Friends of the RHPL fundraiser, Wine, Wit, and Wisdom on April 25th.
- D. Comments from the board
 1. Ms. Subbarao commented that when she suggested a book purchase for the adult services department versus the youth services department, the form provided a confirmation of her submission for adult services but not for youth services. Ms. Morian will follow up and make sure that all forms on the website return a confirmation of submission to the sender. She will also remind managers of the need to have staff reply to suggestions for purchase.
 2. Mr. Christenson inquired about the bookmobile and Ms. Morian confirmed it is currently being upgraded with a new generator and new heat/AC units.
 3. Ms. Kucher shared an article she read in the United for Libraries (January 2020 issue) that highlighted the use of a van as the vehicle for outreach services in Boca Raton, FL because it was more cost effective.
 4. Ms. Lawson inquired about how the library is preparing for Census 2020. Ms. Morian stated that we have informational brochures in our Adult Services and Outreach Departments and we are promoting the library as a

safe, anonymous place to complete the census (if that was a concern for community members).

X. Questions from the Liaisons

A. Mr. Carels commented that it was good to have a readiness plan in place to mitigate the spread of the Coronavirus.

XI. The regular meeting adjourned at 8:43 p.m.

Suba Subbarao, Secretary