

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

April 12, 2021

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (electronic) meeting on Monday, April 12, 2021, due to a limited, local state of emergency declared by the City of Rochester. The President called the meeting to order at 7:03 pm via a virtual roll call. The presiding officer was Robert Bonam who announced he was attending remotely from Rochester Hills, in Oakland County, MI.

A quorum of the board was present and attending remotely including Anne Kucher, Madge Lawson, Suba Subbarao, Chuck Stouffer, each of which confirmed they were attending remotely from a location in Rochester Hills, in Oakland County, MI.

Gregg Christenson joined the meeting at 7:07pm and confirmed he was attending remotely from a location in Rochester Hills, in Oakland County, MI.

Guests included Library Director Juliane Morian, City of Rochester Liaison Ayana Knox-Potts, Oakland Township Library Board Liaison Michael Tyler, AHP Manager Kate Farwell, and AHP Partner Gregory Soule.

- II. Mr. Soule from Andrews Hooper Pavlik PLC presented a clean opinion on the 2020 RHPL audit. Mr. Soule and Ms. Farwell left the meeting at 7:28pm.
- III. There were no public comments.
- IV. Minutes
 - A. On a motion to accept by Ms. Kucher, which Mr. Christenson seconded, the board approved the minutes of March 8, 2021.
- V. The Treasurer's Report – The board reviewed, discussed and filed the treasurer's report.
- VI. Monthly Bills – On a motion by Ms. Lawson, which Ms. Kucher seconded, the board approved the monthly bills for March 2021 which totaled \$311,321.86.
- VII. Communications – The board reviewed, discussed and filed the communications.
- VIII. Director's Report and Statistical Report –
 - A. The board reviewed, discussed, and filed the director's report.
 - B. Ms. Morian explained a minor change to the order of columns on the statistical report. The final columns were reordered to present the percent change (the final column) as a comparison of the same month last year compared to performance for the current month. Prior to this it compared the sum of the prior year to date compared to the sum of the current year to date.

- C. The board reviewed, discussed, and filed the statistical report.

IX. Committee Reports

- A. Finance Committee – The Finance Committee met on March 22nd for an in-depth review of the audit and to prioritize a list of catch-up projects that require significant expenditures. The finance committee also discussed the fiscal benefits of operating an Amazon business account and naming Amazon.com as an authorized entity for electronic funds transfers. The committee advanced updated ACH procedures to the full board for review and recommended approval at this board meeting.
 - 1. On a motion from Mr. Christenson, seconded by Ms. Lawson, the board approved the updated ACH procedures to included updated entries for authorized vendors to receive electronic fund transfers.
- B. Policy Committee – The Policy Committee met on March 26th to discuss a variety of policy enhancements. Policy updates were advanced to the full board for review and recommended approval at this board meeting.
 - 1. On a motion by Ms. Subbarao, seconded by Ms. Lawson, the board approved the following policies as amended:
 - a. GOV-1 Library Establishment Policy
 - b. BENR-5a Emergency Paid Sick Leave Policy
 - c. BENR-8a Leaves of Absence - Expanded FMLA Policy
 - d. MGT-9 Library Group Study Tables and Room Policy

X. Other Business

- A. On a motion by Ms. Kucher, which was seconded by Ms. Lawson, the board approved expenditures up to \$16,000 for four new copiers/printers.
- B. On a motion by Ms. Lawson, seconded by Ms. Subbarao, the board approved an updated official RHPL calendar for 2021.
- C. Ms. Lawson inquired about plans for Art & Apples and Authors in April. Ms. Morian commented that to her knowledge, Art & Apples was proceeding as planned in September.
- D. Ms. Kucher inquired about the Authors in April banquet. Ms. Morian also conveyed that Authors in April will be shifted to a celebration in May. Most of the authors will be visiting the area in-person and ideally at outside venues. The Authors in April banquet was cancelled for 2021, but attendees have an option to purchase tickets in support of this program and receive a tiered package that ranges from swag bags to visits with the authors in May.
- E. Ms. Lawson expressed congratulations to Ms. Morian for being appointed to the American Library Association’s Information Technology Policy Advisory Committee and for being asked to chair the next LibLearnX education conference in 2022.

XI. Questions from the Liaisons

- A. Ms. Knox-Potts commented that she grateful for the work of the RHPL board members. She also expressed appreciation for the printed version of the board packets at the drive-thru.

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- B. Mr. Tyler commented that he is pleased to see the new copier/printers will include OCR capabilities. Mr. Tyler also suggested that future agendas could include draft language for action items on the agenda (that would expedite a more complicated motion to approve by supplying possible verbiage). Mr. Bonam agreed and requested Ms. Morian to include draft language for pertinent action items on future agendas.
- XII. The regular meeting adjourned at 8:18 pm.

Anne Kucher, Secretary