

Rochester Hills Public Library

Board of Trustees Meeting

June 8, 2020

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (virtual) meeting on Monday, June 8, 2020. The President called the meeting to order at 8:05 p.m. via a virtual roll call. The presiding officer was Madge Lawson.

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

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

- I. There were no public comments.
- II. Minutes – Mr. Bonam corrected the monthly bill amount; it should have read \$322,235.95. On a motion by Mr. Bonam, which Ms. Kucher seconded, the board approved the regular meeting minutes of May 11, 2020 as corrected.
- III. The Treasurer’s Report –The board reviewed, discussed and filed the treasurer’s report.
- IV. On a motion by Mr. Bonam, which Ms. Subbarao seconded, the board approved the monthly bills for May 2020 totaling \$282,208.88.
- V. Communications
 - A. The board reviewed, discussed and filed the communications.
- VI. Director’s Report and Statistical Report
 - A. The board reviewed and discussed phases of reopening the library during the COVID-19 pandemic
 - a. The board confirmed support and enforcement of the following health orders as outlined in Executive Order 2020-97 (EO) and codified in the RHPL COVID-19 Preparedness & Response Plan:
 - i. All individuals must wear a face mask (as outlined in the EO)
 - ii. Occupancy will be limited to 300 members of the public (in accordance with the building’s square footage)
 - iii. Special hours for more vulnerable patrons will be observed for 2 hours each week.

- b. Mr. Stouffer expressed a desire for staff to enforce the rules in the health mandate and model appropriate adherence to rules as well.
 - c. Mr. Bonam would like to see prominent signage at the front entrances to clearly denote the rules. Mr. Tyler also pointed out that a mass communication to help explain the rules would be beneficial.
 - d. Ms. Morian said she pass along those recommendations to the Community Relations Specialist who will execute those plans.
- B. The board reviewed and discussed staff restructuring given uncertainties with the long-term economic outlook, the decision to table a new millage proposal, the need to increase the RHPL fund balance, and the requirement of enhanced cleaning regimen during COVID-19.
- a. On a motion by Mr. Stouffer, that Mr. Bonam seconded, the Board approved that the Library outsource custodial duties to a professional firm for an INITIAL 6-month contract, which will result in a reduction in force for RHPL custodial department (affecting five employees).
 - b. On a motion by Mr. Stouffer, that Mr. Christenson seconded, the Board approved that the Library offer a lump-sum severance package for custodial department employees impacted by the reduction in force in the amount of one week's pay (or the average equivalent) for each year of service and continuance of health/dental/vision for the remainder of the current month.

VII. Committee Reports

A. Policy Review Committee

- 1. Ms. Morian reported that policies approved at the May board meeting were reviewed by an attorney. While there was no change to the substance of the policy, some suggestions on wording were made for board consideration and second approval.
- 2. On a motion by Mr. Bonam, seconded by Ms. Kucher the board accepted all policies with the changes proposed.
 - 1. CUS-2a Code of Conduct Policy
 - 2. BENR-5a - Emergency Paid Sick Leave Policy
 - 3. BENR-8a - Leaves of Absence Policy - Expanded FMLA
 - 4. WORK-10 - Telework Policy

VIII. Other Business

- A. The board reviewed, discussed and filed the Update on the Virtual Library Mini-Strategic Plan.

B. Comments from the board

1. Mr. Bonam inquired about the peaceful protest on Saturday, June 6 in honor of Black Lives Matter that convened at the library. Ms. Morian stated that it was very orderly and well organized, she estimated that 800-1000 community members attended, and there was no impact on the library (as we were closed to the public due to the pandemic).

C. Ms. Morian presented a new topic for discussion regarding a quote for tile restoration in the bathrooms and lobby.

1. On a motion by Mr. Christenson, that was seconded by Mr. Stouffer, the board approved spending up to \$15,500 on tile restoration services upon research of cost-effective companies.

IX. Questions from the Liaisons

- A. Mr. Tyler stated that he had some suggestions for enhancing the strategic plan reporting if this style will be used in future strategic plan frameworks. He stated that he will discuss those recommendations with Ms. Morian.

X. The regular meeting adjourned at 9:38 p.m.

Suba Subbarao, Secretary