

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

September 14, 2020

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (virtual) meeting on Monday, September 14, 2020. The President called the meeting to order at 7:00 pm via a virtual roll call. The presiding officer was Madge Lawson.

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

Guests included Library Director Juliane Morian and Oakland Township Liaison Michael Tyler.

- II. There were no public comments.
- III. Minutes –On a motion by Ms. Kucher, which Ms. Subbarao seconded, the board approved the regular meeting minutes of August 17, 2020.
- IV. The Treasurer’s Report –The board reviewed, discussed and filed the treasurer’s report.
- V. On a motion by Mr. Stouffer, which Mr. Christenson seconded, the board approved the monthly bills for August 2020 totaling \$290,333.93.
- VI. Communications
 - A. The board reviewed, discussed and filed the communications.
- VII. Director’s Report and Statistical Report
 - A. The board reviewed and discussed the progress of reopening the library in phases during the COVID-19 pandemic.
 - B. Ms. Morian provided an update on LED conversion research.
 1. Mr. Stouffer commented that he would like to understand more about the proposal submitted by ERC (an LED conversion company) and shared with the Finance Committee.
 2. Mr. Christenson expressed a desire to defer action on LED until the board developed a suitable plan to cover the full cost of the expenditure.
 3. Ms. Lawson mentioned that the LED conversion project could be included on a strategic plan roadmap.
 - C. Ms. Morian explained the ways RHPL is partnering with local schools,
 1. Ms. Subbarao commented that outreach to schools could be an important strategy for building support for the library.
 2. Mr. Tyler commented that RHPL should include other school districts as it relates to school outreach efforts.

- D. The board reviewed and discussed the statistical report. Ms. Morian will investigate why the patron count numbers decreased sharply for August.

VIII. Committee Reports

A. Policy Review Committee

- 1. The board discussed and reviewed the policies presented as part of a second reading.
 - a. Mr. Stouffer suggested two changes for clarity:
 - a. Circ-1 Library Card Policy, 3.C. –clarity regarding co-signers (for minors with library cards)
 - b. Circ-5 Fines and Fees, 2. –clarity regarding the nonrefundable \$5.00 processing fee for each replacement item (not instances of multiple replacements).
 - b. On a motion by Ms. Subbarao, which Ms. Kucher seconded, the board approved the updates to CIRC-1 Library Card Policy (as presented and corrected for clarity).
 - c. On a motion by Mr. Stouffer, which Mrs. Subbarao seconded, the board approved updates to CIRC-2 Loan and Renewal Policy, CIRC-3 Holds Policy, CIRC-4 Fines and Fees Policy, and CIRC-5 Lost and Damaged Missing Pieces Policy (as presented and corrected for clarity).

B. Strategic Planning Committee

- 1. Ms. Lawson reported that the group met in August and aims to present a strategic plan to the board by December 2020. Ms. Morian added that the committee developed a needs analysis at their first meeting.

IX. Other Business

- A. Mr. Christenson shared an update on the performance of endowed funds held by the Community Foundation of Greater Rochester (CFGR) that were more in line with market performance (7% growth) over the past two months than what was presented with the six-month statement in June. Additionally, Mr. Christenson said that CFGR can present the principal appreciation as a portion of income on statements moving forward. Ms. Morian will direct CFGR to make that change in how they report endowed funds.
- B. Mr. Stouffer asked if other businesses allow individuals to use their facility for Wi-Fi and extended stays. Ms. Morian replied that to her knowledge only cafes would allow this.
- C. There were no additional comments from the Board.

X. Questions from the Liaisons

- A. Mr. Tyler commented that the library should reach out to local election clerks to offer assistance as a site to accept mail-in ballots. Ms. Morian will follow-up.

XI. The regular meeting adjourned at 8:48 pm.