

## **Rochester Hills Public Library**

### **Board of Trustees Meeting**

**April 13, 2020**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (virtual) meeting on Monday, April 13, 2020. The President called the meeting to order at 7:13 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, 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.

Chuck Stouffer joined the meeting at approximately 7:15 p.m.

- I. There were no public comments.
- II. Minutes - On a motion by Mr. Bonam, which Ms. Kucher seconded, the board approved the regular meeting minutes of March 9, 2020. On a motion by Ms. Kucher, which Ms. Subbarao seconded, the board approved the special meeting minutes of March 16, 2020.
- III. The Treasurer's Report –The board reviewed, discussed and filed the treasurer's report.
- IV. On a motion by Mr. Bonam, which Mr. Stouffer seconded, the board approved the monthly bills for March 2020 totaling \$345,373.73.
- V. Communications
  - A. The board reviewed, discussed and filed the communications.
- VI. Director's Report and Statistical Report
  - A. The board discussed the library's continuance of service despite the coronavirus pandemic. The board was appreciative of Ms. Morian's leadership and planning as it relates to a transition plan for staff working remotely.
  - B. On a motion by Ms. Subbarao, seconded by Mr. Bonam, the board approved extending emergency long-term closure through the end of May or until a

modified service plan can be implemented.

- C. The board agreed to move the May meeting to 7pm.
  - D. The board reviewed, discussed and filed the director's report, statistical report, RHPL Virtual Library Mini-Strategic Plan, and Rochester Hills Public Library 2020 Community Survey Summary.
- VII. Committee Reports
- A. Finance Committee
    - 1. Finance committee will plan to meet with auditors to discuss the 2019 audit on April 22, 2020 at 7pm.
    - 2. Mr. Stouffer advised postponing a meeting with the library's financial planner until fall given the uncertainty in the market currently (as a result of the Coronavirus).
  - B. Strategic Planning Committee
    - 1. The board would like to form an ad-hoc committee to convene in July and advise on strategic priorities for the library. The committee will be comprised of Madge Lawson, Michael Tyler, and Anne Kucher.
- VIII. Other Business
- A. The board discussed various considerations per the Coronavirus (COVID-19) and economic impact on the community at large. Ms. Lawson noted that it might be more reasonable and realistic to focus on ways to rein in expenses now. Ms. Morian commented that she is evaluating economic outlook data to prepare a budget for 2021 that can withstand some contraction in revenue. She reported that approximately 85% of the library revenue is derived from property tax, however, signs point to this economic crisis being different from the 2008 model that was exacerbated by an inflated housing market.
  - B. Comments from the board
    - 1. Mr. Bonam commented that now would be a good time to focus on building maintenance (assuming the building is closed to the public). Mr. Bonam also asked where the 3D face shield that the library printed will be donated. Ms. Morian confirmed that the majority will be donated to

Harper University Hospital (part of the Detroit Medical Center) and some donated to Sunrise Assisted Living (across the street from the library).

2. Ms. Kucher noted that she missed interacting with the community as part of her role as a board member and hoped there would be an opportunity to do so again in the fall.
3. Mr. Stouffer commented that he appreciated Ms. Morian's leadership during this crisis and noted how well she is communicating with staff and pulling together employees to stay focused on priorities. Mr. Stouffer asked if there was guidance on how long items should remain quarantined. Ms. Morian relayed that she participated in a webinar hosted by the Institute for Museum and Library Services (IMLS) featuring an epidemiologist from the Center for Disease Control (CDC) and his recommendation was 24-48 hours to avoid transmission of microbes.
4. Ms. Lawson relayed that she attended a webinar hosted by United for Libraries that was geared towards friends groups and was curious about the benefits of forming a library foundation. Ms. Lawson also inquired about cleaning regimen for mini-branches and Ms. Morian said she would follow up on their cleaning protocol, and find out if the library has a memo of understanding in place about the role and responsibility of the mini-branch facility.

IX. Questions from the Liaisons

- A. Mr. Tyler stated that he felt Ms. Morian was doing a great job and commented on her leadership skills so early in her tenure as library director at RHPL.
- B. Ms. Knox-Potts commented that she is happy the library shut down for safety reasons when it did, is grateful for the emergency loan periods and fine forgiveness, and that she appreciates being included on the daily communication from the library director to all staff.

X. The regular meeting adjourned at 8:37 p.m.