

## **Rochester Hills Public Library**

### **Board of Trustees Meeting**

**May 11, 2020**

- I. The Board of Trustees of the Rochester Hills Public Library held a regular (virtual) meeting on Monday, May 11, 2020. The President called the meeting to order at 7:00 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, Oakland Township Liaison Michael Tyler, and Gregory Soule and Kate Farwell from the Andrews, Hooper, and Pavlik, PLC auditing team.

- I. 2019 Audit – Mr. Soule reported that he had reviewed the audit in detail with the board’s Finance Committee at a previous meeting on April 22, 2020. He gave a brief review of the same audit to the full board and answered questions. Mr. Soule and Ms. Farwell left the meeting at 7:15pm.
- II. There were no public comments.
- III. Minutes - On a motion by Ms. Kucher, which Mr. Christenson seconded, the board approved the regular meeting minutes of April 13, 2020.
- IV. The Treasurer’s Report –The board reviewed, discussed and filed the treasurer’s report.
- V. On a motion by Mr. Bonam, which Ms. Subbarao seconded, the board approved the monthly bills for April 2020 totaling \$322,235.95.
- VI. Communications
  - A. The board reviewed, discussed and filed the communications.
- VII. Director’s Report and Statistical Report
  - A. The board reviewed, discussed and filed the director’s report, statistical report.
  - B. The board reviewed the RHPL Reopening Matrix and RHPL COVID-19 Preparedness & Response Plan and accepted those plans for operating the library while mitigating COVID-19 in the facility.

VIII. Committee Reports

A. Finance Committee

1. Mr. Stouffer reported that the Finance Committee met on April 22, 2020 and reviewed the 2019 audit in depth.
2. The board accepted the 2019 Audit as presented.

B. Policy Review Committee

1. Ms. Subbarao reported that the Policy Review committee met on May 4, 2020 and reviewed the policies presented to the board in depth.
2. The board discussed the process for reviewing policy updates and the fact the board can accept policy (without a first and second reading) and update at a future meeting if needed.
3. On a motion by Mr. Bonam, seconded by Ms. Kucher the board accepted all policies presented.
  1. WORK 10 Policy - Telework Policy
  2. WORK 6a Policy - COVID-19 Safety and Emergency Preparedness
  3. BENR- 5 – Sick Leave Policy
  4. BENR- 5a – Emergency Paid Sick Leave Policy
  5. BENR- 8 – Leaves of Absence Policy - FMLA
  6. BENR- 8a Leaves of Absence Policy - Expanded FMLA
  7. PAY 5 Policy - Emergency Closing
  8. CUS-2a Code of Conduct Policy

IX. Other Business

- A. On a motion by Mr. Bonam, seconded by Mr. Stouffer, the board approved changes to the RHPL Calendar as amended.
- B. On a motion by Mr. Stouffer, seconded by Mr. Bonam, the board approved the approved-vendors for single-signer checks.
- C. The board discussed millage plans and confirmed that they will not be pursuing a millage levy request in 2020.
- D. Comments from the board
  1. Ms. Lawson relayed that the Strategic Planning committee was comprised of Anne Kucher, Gregg Christenson, Michael Tyler and herself.

X. Questions from the Liaisons

- A. Mr. Tyler stated that in the fall of 2020 all the current trustees on the Oakland Township Board of Trustees are up for reelection. He confirmed that two

current trustees will not be running for reelection: Carolyn Phelps and Patricia Gonser. Marisa Wirsing will be running for a position on this board. Mr. Tyler requested an update in June regarding the virtual library mini-strategic plan. Mr. Tyler also expressed frustration that the Michigan Library Association was not advocating at the state level for public libraries to resume limited service in the form of drive-thru access. Mr. Tyler also expressed sympathy (and the fellow board members concurred) for fellow liaison, Ayana Knox-Potts who was absent from the meeting because she was visiting her mom who has some health concerns.

XI. The regular meeting adjourned at 8:40 p.m.

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Suba Subbarao, Secretary