

## **Agenda**

### **Tuesday, July 28, 2020, Online via Zoom platform, 7:00 PM**

I. Call to Order/Roll Call

- Called to order at 6:58 by President Woodward
  - Roll call Kolo, Van Beek, Plater, Goetz, Walton, Ribant Payne, Graham, Woodward present. Macey Joined after start

II. Public comment

- There was no public comment

III. Announcements/communications

- None

IV. Approval of the agenda

***Motion to Approve Plater***  
***Second Van Beek***

***Motion to Amend adding Discussion item X (a) as VIII (aa) and add item IX D- 2020 calendar - Goetz***  
***Second - Ribant Payne***

***Amendment Adopted Unanimously***  
***Agenda Adopted Unanimously***

V. Acceptance of the minutes June 23, 2020

***Motion to Approve Goetz***  
***Second Plater***

***Adopted Unanimously***

VI. Financial reports

- Goetz started a discussion on end of year 19/20 budget. Previously we had a projection of using 139k in fund balance, and ended up adding about 6k.
- Dumas anticipates all invoices have been entered

VII. Library Director's report

- Dumas added an update on server maintenance. ROPL will have two additional cell phones available. IT is trying to route main line numbers to these phones for streamlining services for patrons
- DPS has a surplus van the library could potentially use for book deliveries, with the only cost to ROPL gas
- Trustee Ribant Payne's husband is a Tribune employee and has reached out to Dumas about ways to celebrate the digitization project

- Dumas gave an overview of positive comments from the community during the building closure. Comments included compliments about great programming, ease of pickup, and a thank you to youth librarian Barb about her programming and her warmth and inclusion of all youth in programming. Dumas praised Barb for her actions.
- Trustee questions: Ribant Payne commented about the myLibro app and ease of use for pickup. She also felt there was a great ease of use in the summer programming. Woodward mentioned access services for the ability to troubleshoot app issues. Kolo thanked Dumas for sharing the story about Barb going above and beyond for patrons. He wanted to publicly thank Toad Opener for their donation of touchless openers for doors in the library. He asked the director questions about how we are calculating open days and other abnormalities in the usage in the Access Services report, noting the importance for QSAC and other reporting metrics. Director Dumas commented a change would be made. He thanked Youth Services for addressing the Strategic Plan in their report.

## VIII. Committee & liaison reports

### (AA) Friends' update

- Mitz Hoffman and Larry Baker joined the Board for our annual joint meeting. Last fundraiser was just weeks before the building shutdown. Friends to work on a six month budget due to unpredictable income and activity. Friends will hold their annual meeting via Zoom. Mitzi anticipates a larger crowd because of this. Mitzi has been conducting outreach to volunteers as to their ability to come back when the bookshop reopens. She anticipates most will come back. Mitzi hopes to resume donations in phase 5 of our reopening plan. The book shop will not be open until phase 6. Macey Macey & Family joined Friends' as a lifetime member, a great boost to the budget.

Lary Baker - unsure of when income will resume. Looking for books and donations back in the building. Larry feels it is easier to control access to the sorting room vs shop since it is closed to the public. Friends currently have money in a money market account. Friends will produce a 6 month budget, look at 19/20 budget and see what percentages of budget used to determine their budgets moving forward.

Board questions: Goetz, thanks Mitzi and Larry for coming. Asked about Friends Board makeup and who will be officers in 20/21. Mitzi reported the entire board will return. Melissa K. will be resigning when a replacement is found for her. Kevin Pearson moved and that leaves an opening. Mitzi is looking for suggestions on people to fill in August.

Goetz asked about what the savings and balance sheets look like at the moment. Larry reported as of the end of June checking has over \$7,300.00 and the money market has around \$11,360.00. Will dip into MM by 50% if needed. Goetz discussed the budget committee adding 10k to the programming budget. Goetz discussed what library may be able to cover, but would look to friends to continue to provide items. Mitzi reported department head meetings and Friends have an overall goal of supporting programming.

Macey thanked board members and asked about friends volunteers coming back in the building. Mitzi recapped her previous comments.

Macey asked about off site storage. Larry discussed alternative ways to store books, which could be an option in the future. Macey discussed extra books being an issue and her garage is filled with them before it is about to come down, Kolo asked about processing. Larry thinks they can sort safely. They have not looked into pallet

Larry mentioned a former Friends Board member who sells special books . Ebay sales are

up thanks to this volunteer. She is willing to take on extra books to increase donations.

Kolo asked about current funding - Larry reported they are still funding programming.

Woodward ask Larry and Mitzi if they had any questions or comments for the board

Mitzi asked for an update on the phase of recovery, where we are currently. She would also like to know where we are with the renovation, and why it was left out of 20/21 budget. Woodward explained about renovations and the fact the budget was made during the height of covid. Mark added the roof was a possible replacement

Kolo discussed reopening and importance of mi moving to next phase

Larry asked about friends in phase 4, kolo explained friends coming in was to pickup loose ends, mail, etc. Not for sorting. Dumas added to that.

Macey asked about scanning technology - can scanning equipment move outside of library. Larry needs space to conduct sorting, can not be off site.

Woodward asked about friends plan for sorting and procedures. Larry has informal ideas, but has not made any formal notes. He invisions 2 people max. Larry feels that it can be a safe process. Would follow library rules. In the past volunteers came as they wanted. Would schedule moving forward.

Woodward asked Dumas about quarantine time, which has been increased to 96 hours due to new research.

Mitzi asked about space that the library has , Dumas explained it is in the Auditorium. She does not feel that there is space for donations.

Mitzi mentioned the desirer to discuss a potential return to service discussion at her next meeting

- Policy Review
  - Kolo mentioned an addition that policy review discussed director emergency powers but did not feel as if we needed to make any changes.
- Facilities
  - DPS has already responded to request to clear the roof
  - Mark pointed out second item is a discussion item on agenda
  - Kolo thanked DPS, Dumas said they are awesome
- Budget
  - Goetz wanted to highlight there is nothing to vote on today, but we expect mid year numbers from the city in august and could have changes in august. Goetz discussed the programming budget and friends shortfall, anticipating much less funds available. Budget committee agreed to a 10k transfer from fund balance, and with a plan from staff we would add money as needed. Woodward mentioned that programming budget is not typically in library budget, and our typical yearly programming budget is 33k

- DDA
  - Dumas reported DDA is paying for parking through July, and in the future could move to 2 hours of free parking all day. Anticipate this to move forward to a committee of DDA and a vote by the City Commission
  - Liaisons for August
  - City Commission, August 10, 2020
  - City Commission, August 24, 2020
- Macey discussed library porch and 90% completion of design and funnel shape of shelter over tables. Macey has reached out to AF. Macey thinks we should be represented at cit com during this
- Facilities Committee/Park Design

Dumas talked with DPPS Director Filipski - MKSK will be giving a presentation on design and will include the Board. Not sure when meeting will happen

Kolo mentioned dissatisfaction with not being included. Dumas reported she was in on 60% design and gave some input. Dumas feels she had more input thanks to Filipski.

Mark mentioned the facilities committee was upset at their lack of input, but not uniform on the design details.

Macey does not feel this is a done deal, library should give feedback

Dumas mentioned she did not “sell” design well. Thinks designers could do a better job - Kolo mentioned this was his issue since we had not been consulted, and the facility committee was 50/50 on design

Woodward asked if it obscured the view.

Macey thinks we need to see design and have convo as a board. Woodward agrees.

Macey discussed whether the City Commission should be updated on happens at the ROPL. Woodward suggested a representative from the policy review should attend. Director Dumas will give a general update on the phone outage, and Kolo will discuss phased reopening. Carol Schwanger, from the City Manager's office, mentioned she will add us to agenda on August 10th 2020 before Public Comment

## IX. Action Items

### (A) Chromebook parameters

#### ***Motion to Approve Kolo Second Walton***

Kolo discusses increased access as our computer lab is closed. Dumas mentioned moving hotspots out of this, a change from previous discussions

#### ***Adopted Unanimously***

(B) Amendments to policies 8.11.3 & 8.11.4

Policy 8.11.3

Without regard to policy 8.10, advancing to any phase can only be completed by the majority vote of the Board. The director shall prepare a report for Board consideration outlining milestones achieved and preparations in place to advance to the next phase of the reopening plan.

Policy 8.11.4

The director may regress to any phase as she deems necessary as outlined in the reopening plan without a vote of the full Board. The director shall notify the board within 24 hours of regressing to a lower level of service.

***Motion to Approve Kolo  
Second Macey***

Kolo explained these are policies that determine moving between phases of the reopening plan. The Policy Review committee would like the Board to make the decision of when it is time to move forward, on the recommendation of the Director. The Director will retain the emergency power to regress phases without approval of the Board.

Goetz questioned the procedure of progressing to the next phase of opening directly after a Board meeting, do we have to wait a month?

Woodward explained that we could move with emergency meeting

Goetz lead a discussion on the word words 'at least' being included in policy 8.11.4 Macey and Kolo agree to remove at least from 8.11.4 after recommendation from Goetz

***Adopted Unanimously***

(C) Amendments to policies 5.10.5.1, 5.10.7.2, 5.10.8, & 5.10.8.2

5.10.5.1

Library materials may be renewed in person, by telephone, or online. Materials ineligible for renewal are outlined in Policy 5.101. There is a limit of two renewals per item. An item that has a reserve on it will not be renewed. An overdue item may be renewed; the overdue fine amount, however, is still due.

5.10.7.2

The borrower will be notified via electronic mail or automated telephone notice when the hold is waiting to be retrieved. The item will be held for pickup for 7 days.

#### 5.10.8

Change name to “Policy 5.10.8 Contactless Pickup”

#### 5.10.8.2

Pick-up appointments may be made via the app or by phone.

***Motion to Approve All items Kolo  
Second Macey***

Kolo explained these are all ‘housekeeping items’ to fall in line with actual use and practices.

***Adopted Unanimously***

(D) Discussion on calendar

***Motion to update 2020 calendar of operations to remove closure date of September 4th - Goetz  
Second Macey***

Dumas explained this is typically an in-service day due to restricted parking for ABE.

Goetz recommends mentioning this at the upcoming City Commission meeting.

Macey asks about the Board Meeting calendar. Woodward requested for it to move to a new discussion item.

***Adopted Unanimously***

X. Discussion Items

#### Server outage August 11-19

Dumas gave an update to her report that she has been working with IT. Ed and Dumas are installing CARL on public computers to continue patron checkouts. Dumas is confident that aside from phones being a different number, patrons should not notice a difference. Staff will focus on hands on projects while this downtime from staff computers is happening.

Woodward asked if it will be challenging for department heads to pull information for the Board meetings report, notes change to board meeting change to date or time requires a majority vote of the Board, and the City Hall move happens one day before our next meeting.

Dumas feels she should have enough time to complete stats.

Carol Schwanger discussed creating a notice of meeting and draft agenda as the process of maintaining compliance with EO, and does not see that as an issue. Zoning board is meeting August 20th. She thinks our next meeting should not be an issue on the City end.

***Motion to reschedule August Board meeting to September 1st 2020 at 7:00 PM  
Approve All items - Woodward***

***Second Macey***

Woodward explains she would want to give the City extra time.

Maces gave City kudos for thinking they could do our regular august meeting, but wants to give them extra time.

Goetz ask about Board members on vacation during proposed new time, Macey and Woodward says Zoom makes that not an issue

***Adopted Unanimously***

Kolo and Woodward both thank the IT team for working to continue services.

(B) Revisiting the renovation

Walton explains budget and facilities committees have discussed this in the last month. Was not originally budgeted. Kolo had pointed out in committee meeting that the property tax appears to be stable and with the building close this was a good time to complete work. The Facility Committee recommends moving forward in stages. Macey mentioned in committee that some design elements may not be relevant in the new covid world, but paint, carpeting, flooring, moving of shelving, etc could happen. Goetz, Dumas, and Kolo are working on list for LDA.

Goetz, from a budget perspective, discussed the desk in the basement needing to move, and how that led to discussion including the basement remodel all in a phase 1. Cost would come in just under 200k (potentially). Upstairs, discussion on main areas since perimeter rooms will not be used during covid times. Changes include moving forward Adult services desk, adding new stacks, changing seating/desk (such as seats that can separate). Phase 2 will involve making sure the upstairs is covid compliant.

Goetz said the budget has approved up to 350k from fund balance, and can give good reasoning to the city commission and community on the need. Phase 2 would be expected to come quickly.

Van Beek mentioned her concerns about closing after we reopen. Goetz mentioned her hopes that the closed time would overlap. Kolo mentioned that next phase is grab in go, and would be limited patrons in the building.

Ribant Payne mentioned we should do this now if we have the money and less people in the

building

Macey mentioned the teen room, and need to potentially make a remodel now before teens are back in the building.

Van Beek mentions this could depend on schools opening. Dumas thinks we will have more teens in the building.

Kolo mentions the next phase will be limited

Macey says we need to look beyond phase, Kolo agrees

Van Beek asks about other libraries and if they are open with large numbers of patrons. Dumas says Birmingham is open and under renovation. Mentions that we can not “ban” any age group at any time, but can post signs encouraging patrons to limit amount of family members

Dumas adds the teen room plan changes increase social distancing

Van Beek says that if schools are closed, the library needs to look at how we could help kids that may be home.

Woodward ask if we need to make a budget amendment

Walton thinks we should talk to LDA to get proposals and timelines and ensure they are in the position to complete the work. We may want to go further in renovations that what has been proposed. We should get more information

Kolo points out that it is going out to bid and we need to approve a bid first

Woodward ask about next steps. Goetz explains that Kolo is contacting LDA and hopes to meet in August and have plans to present in the August (September 1st) meeting. Walton points out that Dumas is point person.

XI. Adjournment

***Motion Adjourn - Ribant Payne***

***Second Plater***

***Adopted Unanimously***

The Board adjourned at 9:03pm

Respectfully Submitted,



*Brandon Kolo*

*Acting for Secretary Macey*