

Maud Preston Palenske Memorial Library Board of Trustees Meeting July 28, 2020

Call To Order: The meeting was called to order at 6:29PM by President Ren Baldwin.

Other Board Members Present: Rick Ast, Melissa Clapper, Liz Darato, Mimi Elwel, Jim Kodis, , Bill Engeln, Stephanie Mack, Patrice Rose

Also Present: Stephanie Masin-Director, Paula Stakely , Assistant Director Sue Morgan Administrative Assistant

Absent: None

Visitors: None

Announcements: None

Public Comments: None

Approval of the Minutes: It was moved by Mr. Kodis to approve the June 23, 2020 minutes and supported by Ms. Elwell.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.
The Board voted unanimously to approve the motion.

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the June, 2020 bills , in the amount of \$22, 220.44 . Supported by Mr. Ast.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.
The Board voted unanimously to approve the motion.

Finance Report: Mr. Kodis reviewed the Financials. Relative to the Berrien Community Foundation statements he noted that, at this time, Stock Market fluctuations will continue to bear watching.

Statements are a snapshot of a specific time and do not capture all market fluctuations

Mr. Kodis made a motion to approve the Finance Report. Supported by Mr. Ast.

Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes.
The Board voted unanimously to approve the motion.

Old Business :

Ms. Masin provided and update on the progress of the Capital Improvement Project.

The Library Reopening has been soft and gradual.

The Library has received a Cares Grant in the amount of \$500 to offset the cost of PPE purchases moving forward.

A Draft - Staff COVID Positive Case Protocol Policy. was reviewed by the Board. Exposure is defined as more than 10 minutes within 6 feet of someone without a mask, per the Berrien County Health Department. The Board requested that revisions be made and the Library's attorney review this Draft Policy.

New Business: None

Directors Report

Ms. Masin provided information on the re-opening plan and the numbers of patrons coming into the building vs utilizing curbside services. While patrons are coming to the library, the numbers are still down. Additionally, there has been a spike in reported Covid cases. The plan to remain in Phase 4 will continue through the end of August. Since the library is not at normal peak usage, additional work hours are not being approved and the use of Pages have been limited to one day. In order to continue to reach as many community members as possible, Ms. Masin and staff will be looking at doing alternative programming for all ages .

At the same time, the construction projects, relative to the Capital Improvement are ongoing . The elevator is working but the necessary parts needed for repair have not arrived. Requests for use of meeting rooms for outside groups are on hold for now.

Ms. Masin has been in contact with Ms. Jaeger, who is agreeable to providing a Letter of Approval for investment of the estate funds. The library received notification it has been named in another estate. Details will be forthcoming.

President Comments: None

Board Comments: Board members have heard favorable comments about the sidewalk repair. Judge Hammond passed away. He was a long time supporter of Penal fines for Library. Ms. Masin will send condolences to the family.

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Adjournment: Ms. Clapper made a motion to adjourn the meeting at 7:30PM. Supported by Ms. Darato. Roll Call Vote: Rick Ast - Yes, Melissa Clapper - Yes, Jim Kodis -Yes, Bill Engeln - Yes, Stephanie Mack - Yes ,Liz Darato - Yes, Mimi Elwell - Yes Patrice Rose - Yes, Ren Baldwin - Yes. The Board voted unanimously to approve the motion.

Next Meeting: September 22 , 2020

Respectfully Submitted,

Stephanie Mack

Secretary