

Big Rapids Community Library  
Library Board Meeting Minutes  
May 14, 2020  
Meeting held viz Zoom

**1. Call to Order**

- The Library Board Meeting was called to order by Mae Emerson at 5:48pm.
- Board Members in attendance: Mae Emerson, Sharon Kuhn, Catherine Johnson, Jennifer Njenga, and Beth Schoenlein.
- Library Staff in attendance: Lauren Moran (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: Paula Priebe (Neighborhood Services Director) and Tim Moslener (Director of Technology)

**2. Reading and Approving of March Minutes**

- The March 2020 Board Meeting Minutes were reviewed. The report required a few technical corrections but no change to content.
- Sharon Kuhn motioned to approve March Minutes. Beth Schoenlein supported. All members in favor. Minutes were approved.

**3. Correspondence and Communication**

- None

**4. Public Comment**

- None

**5. Financial Report**

- Due to library closure there has been no spending of the library budget.
- Beth Schoenlein motioned to approve the Financial Report. Sharon Kuhn supported. All members in favor. Financial Report was approved.

**6. March & April Statistics Report**

- No numbers for Homebound because staff and volunteers are not allowed in the library.
- Circulation numbers for all digital content is up.

**7. Library Director's Report**

Provide quality information

- Due to Covid-19 the Library is closed.
- Work has been done to publicize the digital content on the Library's website and social media.
- We have obtained access to Tumblebooks and links to that are on the website.
- Covid-19 information is available for our patrons on our website.
- While the library has been closed, library staff are working on inventorying and weeding the collection.

Assured equal access to all materials using appropriate technologies

- Enabled online library card sign-ups. Twenty-four cards have been registered. Patrons are required to fill out an application which is then

approved by Lauren. These cards are active for three months. Then the patron must come to the library to update into a full-service card.

#### Upcoming events/other projects

- In person programs are cancelled until further notice.
- Friends of the Library Chicken Fundraiser has been canceled.
- On June 5<sup>th</sup> there will be a native plant sale outside of the library with the Mecosta-Osceola Conservation District.
- Summer Reading Program will be accessible using Wandoo Reader. Weekly take-home projects will be available as well as weekly social media activities.
- The DNR Playground Grant has been postponed. No money from the City of Big Rapids can currently be spent. The city will have more information in the summer.

#### **8. Old (Unfinished Business)**

- none

#### **9. New Business**

- Reopening Policy
  - The City of Big Rapids is coming up with their own policy. The Library will be working within the new policy.
  - Reopening is contingent on government guidelines.
  - Catherine Johnson motioned to give the Library Director the authority to develop a reopening policy that will be set in stages and by her discretion. This policy must follow the government guidelines and city policy. Beth Schoenlein supported. All members in favor. Motion was approved.
- Mae Emerson's term is up this month. Catherine Johnson has been appointed Interim Board Chair until the next election.

#### **10. Unscheduled Business**

- Tim Moslener mentioned that the city has Saniguard that is used to sanitize keyboards and mice.
- Apollo has a quarantine book function that will allow staff to quarantine books when they are first returned. This means that holds on the items will not automatically be triggered.

#### **11. Next Meeting**

- Next meeting is scheduled for June 11th at 5:30pm.

#### **12. Adjourned**

- Mae Emerson adjourned the meeting at 6:20pm.