

Big Rapids Community Library  
Library Board Meeting Minutes  
July 9, 2020

**1. Call to Order**

- The Library Board Meeting was called to order by Catherine Johnson at 5:37pm.
- Board Members in attendance: Catherine Johnson, Jennifer Njenga, and Beth Schoenlein.
- Board Members absent Sharon Kuhn
- Library Staff in attendance: Lauren Moran (Library Director) and Sarah Welch (Head of Programs and Services).
- Public in attendance: none

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

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

**3. Correspondence and Communication**

- None

**4. Public Comment**

- None

**5. Financial Report**

- The June Financial Report ends the 2019-2020 fiscal year. The end of the year report shows that, in some departments, the entire allocated budget was not used. This was due to the Library because closed from mid-March to mid-June.
- Jennifer Njenga motioned to approve the Financial Report. Beth Schoenlein supported. All members in favor. Financial Report was approved.

**6. June Statistics Report**

- Numbers are starting to rise
- Cards that expired during the Library closure were given extended expiration dates.
- Overdrive numbers were up.
- Homebound is in the process of restarting. Kayla will be calling previous users to see if they are ready to restart their deliveries.

**7. Library Director's Report**

Provide quality information

- Posted Covid-19 information around the library
- Book ordering has resumed
- Summer Reading Program display has been placed in the lobby

Assured equal access to all materials using appropriate technologies

- Continued Library lobby pick-up service
- FSU, Artworks, and BRCL will be hosting a Zoom Book Discussion with Dr. Mona Hanna-Attisha concerning the book *What the Eyes Don't See*

- The Little Phelps Free Library in the park by the library has been replaced. No word on the replacement of the others around town.
- The Library was opened to the public on July 6<sup>th</sup>
- Placed Honor Book Display outside for community members to take
- Installed a hand sanitizer station

#### Other projects

- LSTA Care Grant for PPE items for the Library
- Staff Training

#### Upcoming Events

- In person programs are canceled until further notice
- Summer Reading Program is online only.
- MEL is still not running. They are waiting for 75% of libraries to be ready for delivery to be operational.

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

- DNR Grant – still no update.
- PPE Policy and Social Distancing Policy
  - Jennifer Njenga motioned to approve the new policies. Beth Schoenlein supported. All members in favor. The PPE Policy and Social Distancing Policy were approved.

### **9. New Business**

- None

### **10. Unscheduled Business**

- Applications for the open Board Member position have open. Two community members are applying.

### **11. Next Meeting**

- Next meeting is scheduled for August 13th at 5:30pm.

### **12. Adjourned**

- Catherine Johnson adjourned the meeting at 6:02pm.