



South Haven Memorial Library June 9, 2020 Minutes

Members:

Catherine Jarvie -President
Lois Howard -Vice President
Marilyn Bertorelli -Treasurer
Ida Sledge -Secretary

Jean Stein - Trustee
Vikke Andersen - Trustee (Absent)
Marge Lampe-Trustee
Elaine Shumaker- New Trustee

(A Zoom board meeting was held due to The Coronavirus Pandemic)

Also Present: James France, Director

Call to order: The meeting was called to order by president, C. Jarvie at 7:07 p.m.

Approval of minutes for May 12, 2020: Motion for approval as presented by M. Bertorelli supported by L. Howard *with the following correction*. Motion carried. A copy will be sent to city council.

Approval of agenda for June 9, 2020: Motion for approval as presented by C. Jarvie supported by M. Lampe. Motion carried.

Public Comments: None

Treasurer's report: Total income: \$15,470.10, **Total expenses:** \$24,502.49 (May 2020)

Current budget amounts were reviewed. **Vendors' bills** totaled \$12,079.89 for the month. **Debit card:** \$54.14 **May 2020 Payroll:** \$17,517.96, **Library/SS/Medicare:** \$1,330.52. Motion to pay vendor bills by L. Howard supported by M. Lampe. Motion carried.

Director's Report: Outdrive checkouts: 1,196. *Due to the Coronavirus:* weekly Zoom meetings and handling calls from home. *WiFi-Project Connect:* No cost to the library, not in place yet, more information to come.

Correspondence: None

Old Business:

- ❖ (2020-2021) **Proposed Operational Budget** Presented at the May meeting. Reviewed for fiscal year July 1, 2020-June 30, 2021. Open discussion/review. Motioned for approval by C. Jarvie supported by M. Lampe to accept the budget as presented. Motion carried.
- ❖ (2020-2021) **Renovation budget** presented for the fiscal year July1, 2020-June 30, 2021. Open discussion. Motioned for approval by C. Jarvie supported by M. Lampe to accept the budget as presented. Motion carried.

New Business:

COVID-19 Preparedness and Response Plan

- ❖ J. France presented and reviewed this plan
- ❖ To expedite the process, motion to accept plan by C. Jarvie supported by L. Howard. Motion carried. *Plan must be in place before staff workers return to work.*

South Haven Memorial Library Pandemic Policy and Reopening Procedure

- ❖ J. France presented and reviewed this plan. Open discussion. Motioned by C. Jarvie supported by Marge Lampe to accept this policy.

Board Comments: A special thank you to Jim France for all his hard work during the Covid-19. New board member Elaine Shumaker introduced herself. Welcome to the board!! Hopefully we will see her and other members in person soon.

Adjournment: Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 8:43.

Next regular meeting: July 14, 2020

Respectfully submitted,
Ida Sledge, Secretary