

**Minutes of the regular meeting of the Ransom District Library Board of Trustees
April 21, 2020**

Meeting was called to order by President Asselmeier at 7:05 p.m.

**Members present: Via Conference call. - Asselmeier, Klein, Klade, Gelbaugh, Keeney, Harter, Parsons, Haan
Director Gross**

Assistant Director Marsh

No Public

Special Agenda Items: No items

**Consent Agenda: Motion Keeney/Parsons to approve the March 16, 2020, regular meeting minutes as written.
Carried.**

Financial Report: Director Gross reviewed the written financial report with the Board.

President's Report - no report

Director's Report- Written - Thank you to staff for their hard work during this time.

**Assistant Director Marsh reported on Library events and plans. Working on online story hour offerings. And
other activities such as an online Scavenger Hunt. Keeping in touch with the community.**

Committee Reports:

Budget - concern over loss from penal fines. Planning a Budget meeting for May

Building and Grounds - no report

Personnel - no report

Policy - no meeting

Public Relations - continuing online information/Facebook page

**Building- Progress is being delayed due to stop orders. However pouring slab will continue and is
considered essential- Tower- Pinkster had a bid opening on March 30th - for shelving - Mi Deal has been
set up to save money on items.**

Trustee Comments: General discussion on situations resulting from virus

No Public

Continued Business:

**Discussion on how to open the Library. Discussion with surrounding Libraries to open equally and consistently.
Ideas on additional ways to provide service. Ways to clean materials when then are returned.**

New Business - No new Business

Motion to adjourn Keeney/Parson at 7:45 p.m.

**Respectfully submitted,
Connie Haan, Secretary**

**Board of Trustees Meeting
April 17, 2020**

Director's Report

Financial

- At the end of 9 months, we have received 95% of our budgeted income (\$825,624), and we have spent 71% of our budgeted expenditures (\$592,000).

Administrative

- The Library has remained closed since the last meeting of the Board of Trustees. During this time, the Library staff has come together regularly via Zoom meetings to game plan for increased digital library services. These services include: doubling our Hoopla borrowing limit to 10, continuing to purchase Overdrive titles specifically for our patrons, purchasing subscriptions to digital newspapers and magazines, taking advantage of Ancestry.com's offer to allow access remotely through May, and offering virtual storytimes and pod-casted children's programs. We promote these offerings through our social media accounts and website.
- We have been working on our plan for reopening. When the stay-at-home order is lifted, the Library will begin to serve the public again, first through curbside delivery of materials. Library staff will be required to wear masks and gloves when approaching the public. Materials received at the Library will be quarantined for four days (plastic covers will be sanitized) before returning to the shelves or delivered to a waiting patron.
- I have been teleconferencing with other directors from the SMLC weekly and watching webinars produced by the Library of Michigan. Youth services has also been taking part in similar meetings with library peers. In this way and through the usual Michigan Library listserv (michlib-1), libraries are sharing thoughts and plans and coordinating our approaches to digital services and eventual re-opening as best we can.
- The Library's print newsletter featuring local emergency services during the pandemic was delivered in early April.
- I have submitted renewal paperwork for the Library's health insurance plan (20/21) with Priority Health at an increase of just under 3%.
- Along with developing the digital services listed above, staff has been busy watching training videos made available by the Library of Michigan, working on grants to support new Library offerings, cleaning up Library materials records by remote, and re-imagining the Summer Reading Program as a digital offering.