

**White Lake Community Library
Library Board Meeting Meeting Minutes
Wednesday December 16, 2020
5:15 pm via Zoom**

Present: Ruth Grenell, Annlyn McKenzie, Lynnette Johnson, Melissa Martin, Norm Kittleson, Brian Hosticka, and Brenda Pawl

Absent: Charles Ayers

Staff Present: Virginia DeMumbrum

1. **Call to Order** Meeting was called to order at 5:16 p.m.
2. **Board Member Location Statements** The following board members each stated their name and the city/township and state they were in while participating remotely in the meeting; Ruth Grenell - Whitehall Township, Michigan; Lynnette Johnson, Fruitland Township, Michigan; Norm Kittleson - City of Whitehall, Michigan; Annlyn McKenzie, Fruitland Township, Michigan; Melissa Martin, City of Whitehall, Michigan; Brenda Pawl, Fruitland Township, Michigan and Brian Hosticka, Whitehall.
3. **Approval of the Consent Agenda-** Motion to approve Brian, second by Ruth. Motion carried.
 - a. Agenda
 - b. Minutes of the November 18, 2020 board meeting
 - c. Treasurer's Reports, October and November 2020
 - d. Financial Statements
 - e. Bills to be Paid
 - f. 2021 Library Closed Days
 - g. 2021 Board Meeting Calendar
 - h. Correspondence – Whitehall Township letter of board appointment, thank you notes from staff
4. **Reports** Motion to approve Ruth, second by Norm. Motion carried.
 - a. Director's Report - Lightning will not be done before the end of year, due to Covid-19, will be paid in 2021. Community Foundation - wish list - the library got funded this year. More permanent for curbside, no need to drag heavy carts through the snow. Now, \$700, as Friends of the Library matched it, for portable programmable lockers. 27 paychecks this year, due to this year being Leap Year and January 1 (bank holiday) falling on a Friday.. No change for hourly staff, but Virginia is salaried, so her stipend for healthcare and retirement will not be in the final paycheck. Thanks again to Norm for presenting for the Mental Health Awareness. Special thanks to all the library staff for staying creative and innovative with books in windows, etc. way to go during a pandemic.

- b. Policy/Personnel Committee -N/A
 - c. Finance Committee - N/A - notes were very helpful with the annotated budget.
 - d. Government Liaison Committee - Brian has some new contacts, if/when he needs to reach out. He plans to stay in contact with all of those he has met.
 - e. Board Development Committee - Fruitland will be voting on their appointment next week. Brenda is a valued member of the board, but the Township is free to choose their own representative.
5. **Unfinished Business** - Motion to approve Norm, second by Melissa. Motion carried.
- a. Adjustment to 2020 Closed Days - the library will be closed on Saturday, December 26, 2020.
6. **New Business** -
- a. Resolution 2020-05 – Year End Budget Adjustments/Amendments (roll call vote) Motion made by Ruth, second by Lynnette. Brenda - agree, Melissa - I, Brain - I, Ruth - I, Lynnette - I, Annlyn - I - PASSED
 - b. Remote Work Policy - Motion made by Ruth, second by Norm to approve Remote Work Policy. Motion carried.
 - c. Updates to COVID Preparedness and Response Plan Motion to approve by Lynnette, second by Melissa. Motion carried.
 - d. Updates to Reopening Plan - Motion to approve Ruth, second by Brian. Motion carried.
7. **Public Comment** - *None received*
8. **Adjournment**- Meeting was adjourned at 5:51 p.m.

Respectfully submitted,

Melissa Martin