

## Library Board Meeting April 16, 2024

The meeting was called to order at 7:00 p.m.

Members present: Ruth Gruber, Mary Bell, Sam Marohn, Kathy Rollins, Kristy Bower and Cathy Forst.

Guest: Tina Russette, Holly Adult Services

Public Comment: Tina from Holly wanted to thank us for collaborating on certain programs with Holly Township. She said Leah one of our Reference Librarians was great to work with. She hopes we can work together again in the future.

### **Secretary's Report:**

The minutes for February were distributed at the meeting and accepted as written. (There was no meeting in March)

### **Treasurer's Report:**

The bills for April total \$25,622.73 and they include quarterly payments to TLN. Sam moved to pay the bills for February and Mary seconded. Motion passed.

We have \$581,801.52 in our regular account and \$332,245.47 in our reserve account for a total of \$914,046.99.

### **Library Director's Report:**

February circulation—12,331

Door Count—2,558

Website visits—3,879

- a. Active Shooter Training was recorded for staff to view who missed the presentation. One of the presenters walked the library and offered some suggestions for safety. We purchased a black foldable shade for story room window and a tool to break the window in that room for escape purposes.
- b. Used Book Sale—May 1-4.
- c. Township Block Party-May 19<sup>th</sup>-- Library will participate with a craft table for kids.
- d. School visits for K-3 from Andersonville and Springfield Plains elementaries will be in May.
- e. Cora one of our shelvers is leaving. We have hired Emily Richmond.
- f. We have 34 Rose Township residents with non-resident Library cards.

### **Old Business:**

Memo of Understanding with Friends—The updated document between the Friends and the Library was reviewed for a final time. Sam moved acceptance of the *Memo of Understanding*. Ruth seconded. Motion carried

### **New Business:**

Emergency Library Closing Policy (see attached) The director or designated substitute can decide to close the library depending on the conditions listed. Staff scheduled to work that day would still be paid. Kathy moved to accept the Closing Policy. Mary seconded. Motion passed.

Cathy Forst the director would like to go to part-time in the fall and work 3 days a week. More plans to follow.

Our business completed, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Kathleen Rollins, Secretary

## Emergency Library Closing Policy

The library's first priority will always be the safety of its staff and patrons. The decision to close, close early or delay the opening of the library will be made by the Library Director or designee (also notifying a board member by phone or email). It is based upon one or more of the following circumstances:

- General conditions of roads in Springfield Township including the parking lot and sidewalks (may need to communicate with the Facilities Manager regarding the parking lot).
- Severe weather and/or road conditions that cause hazardous traveling, such as significant snow or ice accumulation, extreme temperatures (subzero), blizzard and other visibility conditions.
- Availability of sufficient staff to operate the library.
- Failure of vital building services, such as heat or air conditioning, extended power failure or condition of the building and/or its equipment.
- A general health or safety emergency from local, county, state or federal agencies.

Emergency closings will be announced to the public given the circumstances of the emergency. Communications will be made via the website, social media, phone system and when possible, physical signage on the building.

\*If the library closes for whatever reason, all permanent staff will be paid for the time they were scheduled to work.

Adopted as Board Policy on April 16, 2024