

**LAKELAND LIBRARY COOPERATIVE
BOARD MINUTES – Official
Thursday, June 11, 2020
Zoom**

Present: Diane Kooiker, Mattie Cook, Karen McKinnon, Dale Parus, Kelly Richards, Peggy Hemerling, Lance Werner, and Shirley Bruursema

Staff Present: Carol Dawe and Kelly Schroeder

Absent: John McNaughton

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 9:31 a.m. by Diane Kooiker. There were 29 additional people in attendance.
- 2) **APPROVAL OF AGENDA:** Lance Werner moved, supported by Kelly Richards, to approve the agenda as presented - *motion carried*.
- 3) **QUESTIONS FROM MEMBERS:** There were no questions from members.
- 4) **PUBLIC COMMENTS:** Jennifer Salgat (IL) shared her ideas about disposable keyboard covers by using shower caps and Dale Parus (IC) said he had read that Saran Wrap was also okay.
- 5) **APPROVAL OF MINUTES:** Dale Parus moved, supported by Karen McKinnon, to approve the Board minutes from March 12, 2020 with the edit of a typo – *motion carried*.
- 6) **FINANCIAL REPORT:**
 - a) May Financials: Carol Dawe mentioned that she had paid for some PPE out of her own pocket and that was being reimbursed to her. Peggy Hemerling moved, supported by Shirley Bruursema, to approve the financials as presented - *motion carried*.
 - b) Monthly Check Register: Kelly Richards moved, supported by Mattie Cook, to approve the Monthly Check Register as presented - *motion carried*.
- 7) **PRESIDENT'S REPORT:** Diane Kooiker had nothing extra to add at this time.
- 8) **DIRECTOR'S REPORT:** Carol Dawe talked about going ahead with the kitchen remodel project at Lakeland and how it would be cleaner and allow for better social distancing for staff. She also said there would be an LLC Team Meeting and talk about returning to work. Terry has cleaned and painted the garage. The sorters and drivers are already back to work this week.
- 9) **NEW BUSINESS:**
 - a) LLC Preparedness and Reopening Plan – Carol explained that she didn't do phases for return to work. She also mentioned that most of these are common sense procedures. Lance Werner moved, supported by Kelly Richards, to approve the Monthly Check Register as presented - *motion carried*
 - b) Vacation Carryover Proposal – Carol said that LLC staff has been working very hard. This is being brought to the Board since it presents a liability issue and needs approval. Lance Werner moved, supported by Peggy Hemerling, to approve the Monthly Check Register as presented - *motion carried*
 - c) Nominating Committee – Diane and Carol have reached out to some about forming a nominating committee. Carol explained that she will begin working on the Bylaws next week. She also reminded everyone that Advisory would be caucusing in the meeting following this.
- 10) **PUBLIC COMMENTS:**
 - a) There were no public comments.
- 11) **BOARD MEMBER COMMENTS:**
 - a) Dale Parus said that Ionia Community Library had opened to the public. The first day went well and quarantine of materials was manageable. He explained that it took intense planning. Curbside will return next week. He also mentioned that they created cubicles for staff.
 - b) Shirley Bruursema said there is a lot of planning going on at Kent District Library. They will open July 6th. There are about 240,000 items to be returned to the library. Staff are already coming

back to work at the branches. She also congratulated Grand Rapids Public Library for going fines free. Shirley has 7 millages coming up. Some others withdrew as they thought it would be insensitive at this time. The KDL Board will meet in July and one member is leaving – the municipality will look to replace the position.

- c) Lance Werner asked everyone to take a moment of silence for George Floyd and all the other victims. He said KDL had a town hall with a focus and strategic plan on Black Lives Matter , Equity, Diversity and Inclusivity (EDI). He encouraged everyone to talk and share and may do this quarterly. They had their inaugural EDI work group after with Chief Diversity Officer Quinn. Lance also mentioned that they will start curbside service on Monday.
 - d) Karen McKinnon expressed her happiness that the books are set free! About two-thirds of the Leighton Township Library staff is in. They have people getting their holds. Summer Reading Club has started – all online unless otherwise needed. They also have new bids in for their roof.
 - e) Peggy Hemerling said they are using their drive-thru window at Hasting Public Library. It isn't steady, but people are happy. She is pleased for Lakeland delivery. They are currently receiving texts from patrons requesting materials.
 - f) Kelly Richards said he's excited, but they were also caught off guard with the announcement and time needed to prepare. Muskegon Area District Library is not the building managers of their 10 locations- the municipalities are. They've had to work at lightning speed to get plexiglass up and prepare spaces for social distancing. They hope to have computers accessible next week and will work slowly through some phases. They need time to acclimate staff and are preparing for 25% capacity in the branches.
 - g) Mattie Cook is excited to be back at the library and Flat River Community Library is working through a phased plan for reopening.
 - h) Diane Kooiker said that Herrick District Library opened up for curbside on Monday and had 150 cars – it was good to see patrons again. They hope to extend hours soon and things are going well so far. Herrick North is moving to the temporary location and may have curbside by the end of the month. Construction on the new building is going well.
 - i) There were no other comments from board members.
- 12) **NEXT MEETING:** Thursday, July 9, 2020, 9:30 a.m. at TBD
- 13) **ADJOURNMENT:** Kelly Richards moved, supported by Mattie Cook, to adjourn at 10:01 a.m. - *motion carried.*

Respectfully submitted by,
Kelly Ann Schroeder