

**Holly Township Library Board Agenda
Regular Meeting - January 21, 2020 7:30 PM**

- **Roll Call**
- **Minutes of Regular Meeting - December 2019** **2**
- **Bills for Payment**
 - Invoices paid prior to Board Meeting** **3**
 - Bills for payment** **8**
- **Financial Statements**
 - Checking Reconciliation** **9**
 - MBS Reconciliation** **10**
 - Monthly Budget Report** **11**
 - Checking account register - December 2019** **14**
 - Huntington Group statement** **16**
 - MBS statement** **17**
- **Director Report** **19**
- **Election of Board Officers** **22**
- **New Business - Director Evaluation** **23**
- **Board Member Comments**
- **Public Comments**
- **Adjournment**

Next Meeting: February 18 , 7:30PM

Holly Township Library Board of Trustees
Virtual Regular Meeting – June 16, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance was Adult Services Manager Tina Russette

Minutes: Minutes for the virtual regular May meeting were presented for approval. Mr. Clark motioned to approve the minutes as presented, supported by Mr. Grossman. Motion carried by voice vote.

Bills for Approval: Invoices paid prior to the meeting of \$1367.23 and bills for payment of \$2525.79 were submitted for approval. Motion by Mr. Clark to approve payment, supported by Dr. Jubar. Motion was carried by voice vote.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Semrau to approve the statements as presented, supported by Mr. Clark. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request.


Old Business: none

New Business: The COVID-19 response plan was presented for approval. Dr. Hejhal motioned to accept the plan as presented, supported by Dr. Jubar. Motion carried by voice vote. The plan for library services and hours during reopening was presented for approval. Dr. Hejhal commented that she would like to see a sign by the street for the library hours and summer reading program. Director Hayes and Manager Russette said they would look for the sign used by the Friends of the Library. Mr. Grossman motioned to approve the plan as presented, motion was supported by Mr. Semrau. Motion carried by voice vote.

Public Comments: none

Adjournment: The meeting was adjourned at 8:10 PM.

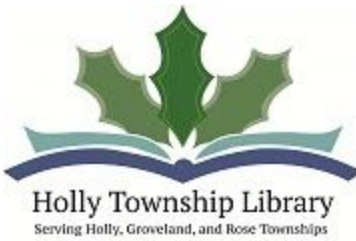
The next regular board meeting will be held on Tuesday, July 21, 2020 at 7:30 PM.



New Business: The 2020 board meeting calendar was corrected and approved. Information was provided on millage and election deadlines.

Public Comments: Ashley May inquired about the staff receiving additional monetary compensation around the holidays (in addition to a ham). The board indicated that the staff received an annual incentive cash payment.

Adjournment: The meeting was adjourned at 8:15 PM.



**Holly Township Library Board Agenda
Regular Meeting - February 18, 2020 7:30 PM**

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- **Bills for Payment**
 - Invoices paid prior to Board Meeting**
 - Bills for payment**
- **Financial Statements**
 - Monthly Budget Report**
 - Checking account register - January 2020**
 - MBS statement**
- **Director Report**
- **New Business**
 1. **Millage Renewal Language**
 2. **Presentation - Salaries and Benefits Class IV Libraries**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees

Regular Meeting – January 21, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance was Desiree' Sharland, our intern from the U of M MLIS program.

Bills for Approval- bills previously paid of \$2436.40 and to be paid of \$9015.46 were submitted for approval. Motion by Dr. Jubar to approve payment as presented, supported by Mr. Grossman. Motion carried by voice vote.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Clark to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. It was noted that there were 1000 computer users in December up 62% from November. Detailed copies of the report are available upon request.

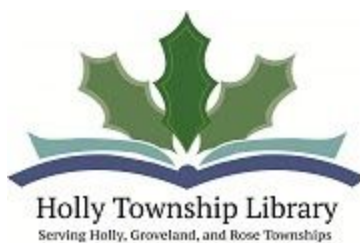
Election of Board Officers: Mr. Mitchell was re-elected President. Mr. Grossman was re-elected Vice President, Dr. Jubar was re-elected Treasurer and Mr. Semrau was re-elected Secretary.

New Business: Director evaluation- the board decided to forego a formal evaluation and it was expressed that Director Hayes was performing his job satisfactorily.

Public Comments: Dr. Hejhal said that she would like to see bags for sale by the library preferably of canvas.

Adjournment: Motion to adjourn by Mr. Grossman supported by Dr. Jubar. Motion carried by voice vote. Meeting adjourned at 8:25 PM

Then next regular board meeting will be held on Tuesday, February 18, 2020 at 7:30 PM



**Holly Township Library Board Agenda
Regular Meeting - April 21, 2020 7:30 PM**

- **Roll Call**
- **Approval of February 2020 Minutes** **2**
- **Bills for Payment**
 - Invoices paid prior to Board Meeting** **3**
 - Bills for payment** **4**
- **Financial Statements**
 - Monthly Budget Report** **5**
 - Checking account register - March 2020** **9**
- **Director Report** **10**
- **New Business**
 - 1. Millage Language Approval** **11**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees

Regular Meeting – February 18, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance was Desiree Sharland, our intern from the U of M MLIS program. Dr. Hejhal attended remotely by telephone.

Minutes: Minutes for the regular January meeting were presented for approval. Mr. Clark motioned to approve the minutes as presented, supported by Mr. Grossman. Motion carried by voice vote.

Bills for Approval: Invoices paid prior to the meeting of \$2877.18 and bills for payment of \$10,651.32 were submitted for approval. Motion by Mr. Grossman to approve payment as presented, supported by Mr. Clark. Motion carried by voice vote.

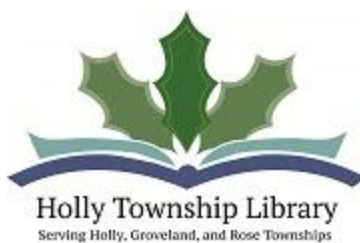
Financial Statements: The financial statements were submitted for approval: Motion by Mr. Grossman to approve the statements as presented, supported by Mr. Clark. Motion carried by voice vote.

Director's Report: Director Hayes presented his monthly report. It was noted that we have exceeded every past metric from January of 2019. Detailed copies of the report are available upon request.

New Business: Millage renewal language- this was tabled. Director Hayes was asked to invite the Holly Downtown Development Authority to present the advantages of diverting a small percentage of the millage to their organization at a future board meeting. Presentation- Intern Desiree Sharland presented on the staff salaries and benefits of class IV libraries with a budget amount similar to our own (+/- \$50,000).

Public Comments: Dr. Jubar mentioned that Director Hayes and himself had looked into creative ways to improve the teen area with existing items in the library. This included moving things around to make a semi-private space for activities. Dr. Hejhal agreed with the concept and stated that objectives were needed with how the space in the library be used.

Adjournment: The meeting was adjourned at 8:26 PM.



**Holly Township Library Board Agenda
Regular Meeting - May 19, 2020 7:30 PM**

- **Roll Call**
- **Approval of April 2020 Minutes**
- **Bills for Payment**
 - Invoices paid prior to Board Meeting**
 - Bills for payment**
- **Financial Statements**
 - Monthly Budget Report**
 - Checking account register - March 2020**
- **Director Report**
- **Old Business Business**
 - 1. **Budget Approval**
- **Board Member and Public Comments**
- **Adjournment**

New Business

PROPOSAL 1:

At the regular meeting of the Holly Township Library Board, Oakland County, Michigan on April 21, 2020

Board members present: Mitchell, Clark, Grossman, Hejhal, Jubar

Absent: Semrau

The following motion to approve ballot wording for millage renewal was made by Grossman and seconded by Jubar

Renewal of One (1) Mill

For the support and maintenance of the Holly Township Library

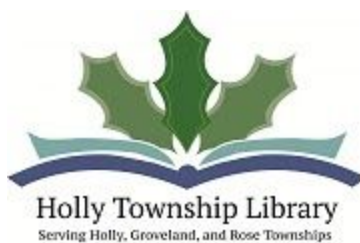
Should the previously vote in the limitation on the amount of taxes which may be assessed against all real and personal property in the Township of Holly, Oakland County, Michigan which resulted in a levy of 1.000 mill (\$1.00 per \$1000 taxable value) and reduced to .9853 (\$.9853 per \$1000 of taxable value) as a result of the Headlee Amendment millage reductions be renewed and restored back to one (1) mill (\$1.00 per \$1000 taxable value) for a period of five (5) years beginning in 2021, for all library purposes permitted by law for the support and maintenance of a free public library in Holly Township, Oakland County, Michigan; and shall the Township levy such a millage for said purpose, thereby raising in the first year an estimated \$317,815.85.

Ayes: 5

Nays: 0

Absent: 1

Adopted by the Holly Township Library Board on the 21st day of April, 2020.



**Holly Township Library Board Agenda
Regular Meeting - June 16, 2020 7:30 PM**

- **Roll Call**
- **Approval of May 2020 Minutes**
- **Bills for Payment**
 - Consumers/Visa Statement**
 - Invoices paid prior to Board Meeting**
 - Bills for payment**
- **Financial Statements**
 - Bank Reconciliations**
 - Monthly Budget Report**
 - Checking account register - May 2020**
- **Director Report**
- **New Business**
 1. **Approval of COVID-19 response plan and procedures**
 2. **Approval of Library services and hours during reopening transition**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees
Virtual Regular Meeting – May 19, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance was Tina Russette the Adult Services Manager.

Minutes: Minutes for the virtual Special Budget Meeting and virtual regular April were presented for approval. Mr. Grossman motioned to approve the minutes as presented, supported by Mr. Clark. Motion carried by voice vote.

Bills for Approval: Invoices paid prior to the meeting of \$812.55 and bills for payment of \$6797.21 were submitted for approval. Motion to approve payment was carried by voice vote.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Grossman to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request.

Old Business: The proposed budget was approved by voice vote. It was acknowledged that it might be subject to change due to a large number of uncertainties with regard to funding.

New Business: Director Hayes and Manager Russette explained some of the safety preparations for the reopening of the library, relating to Covid-19 , including curbside service, quarantining of incoming materials, personal protective equipment and training in it's use.

Public Comments: None

Adjournment: The meeting was adjourned at 8:10 PM.

The next regular board meeting will be held on Tuesday, June 16, 2020 at 7:30 PM.



**Holly Township Library Board Agenda
Regular Meeting - July 21, 2020 7:30 PM**

- **Roll Call**
- **Approval of June 2020 Minutes** **2**
- **Bills for Payment**
 - Consumers/Visa Statement** **3**
 - Invoices paid prior to Board Meeting** **6**
 - Bills for payment** **7**
- **Financial Statements**
 - MBS Statements** **8**
 - Checking account register June 2020** **11**
 - Monthly Budget Report** **12**
- **Director Report** **15**
- **New Business**
 - 1. Presentation of Health Insurance Plan for eligible staff** **20**
- **Board Member and Public Comments**
- **Adjournment**

Unapproved minutes of December 2019 Board meeting

Holly Township Library Board of Trustees
Regular Meeting – December 17, 2019

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. Gregory Semrau, Director Gregory Hayes. Member Absent - Mr James Clark. Member of the public in attendance- Ashley May.

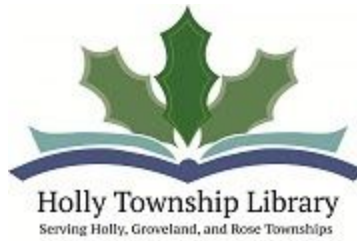
Motion by Mr. Grossman supported by Dr. Hejhal to excuse Mr. Clark, motion carried by voice vote.

Bills for Approval- bills to be paid for a total of \$4120.02 were submitted for approval. Motion by Mr. Grossman to approve payment as presented, supported by Dr. Jubar. Motion carried by voice vote.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Grossman to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. It was noted that the carpet and upholstery had been cleaned for the first time in years. It was recommended that the library close early (5 PM) on the 23rd and the 30th of December. A quote had been received for the installation of french doors to be used to partition off the adult reading room. Director Hayes indicated he would bring the issue before the board after additional quotes were received.

Old Business: Board members were awarded their annual per diem payment checks. Health care benefits for staff were discussed. Dr. Jubar said he would inquire at the next MMLC cooperative meeting what libraries of similar size are doing in this regard.



**Holly Township Library Board Agenda
Regular Meeting - August 18, 2020 7:30 PM**

- **Roll Call**
- **Approval of July 2020 Minutes**
- **Bills for Payment**
 - Invoices paid prior to Board Meeting 3
 - Consumers/Visa Statement 4
 - Bills for payment 8
- **Financial Statements**
 - MBS Statements 9
 - Ellis Trust Statement 10
 - State Bank Reconciliation 11
 - Checking Account Register - July 2020 12
 - Monthly Budget Report 14
- **Director Report 17**
- **New Business**
 - 1. Presentation of Health Insurance Plan for eligible staff 18
 - 2. Approval of Library services and hours during reopening transition 20
 - 3. Staff COVID Policy Addition 21
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees
Virtual Regular Meeting – July 21 , 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Margaret Hejhal, Dr. Jay Jubar, Chairman Mitchell, Mr. Charles Grossman, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Also in attendance, was Adult/Teen Services Manager Tina Russette.

Minutes: Minutes for the virtual regular June meeting were presented for approval. Mr. Clark motioned to approve the minutes as presented, supported by Dr. Jubar. Motion carried by voice vote.

Bills for Approval: Invoices paid prior to the meeting of \$2485.69 and bills for payment of \$24,053.72 were submitted for approval. Motion by Mr. Semrau to approve payment, supported by Mr. Grossman. Motion was carried by voice vote. It was noted that the gas usage in the Consumers Energy bill was higher for March, April and May than for the previous year. Director Hayes is going to investigate this further.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Grossman to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request. Several new measures have been taken to enhance safety. These include placing the copy/fax machine near the door. Cleaning/sanitizing every 2 hours and increasing the quarantine period of incoming items to 4 days.

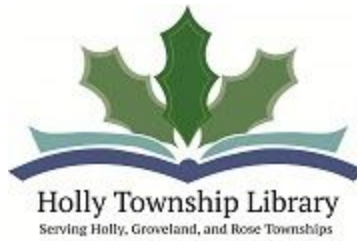
Old Business: none

New Business: Rick Labian from National Insurance Services, which specializes in insurance for libraries and other public sector entities presented options for making health, dental and vision coverage available to the full time library staff. It was agreed by the board that a decision could not be made until after the results of the mileage election were known.

Public Comments: Dr. Jubar suggested that the library use surface sanitizer with a 1 minute rather than a 5-minute dwell time and that it was not very expensive. Manager Russette indicated that she would like for staff to have face shields for situations where social distancing is difficult to maintain. Dr. Jubar stated that these were an approximately \$5 item. Mr. Semrau suggested that the library investigate using UV-C and/or HEPA filter treatment to purify the air of bacteria, viruses, etc.

Adjournment: The meeting was adjourned at 8:36 PM.

The next regular board meeting will be held on Tuesday, August 18, 2020 at 7:30 PM.



**Holly Township Library Board Agenda
Regular Meeting - September 15, 2020 7:30 PM**

- **Roll Call**
- **Approval of August 2020 Minutes** **2**
- **Bills for Payment**
 - Consumers/Visa Statement** **4**
 - Invoices paid prior to Board Meeting** **7**
 - Bills for payment** **8**
- **Financial Statements**
 - Monthly Budget Report** **9**
 - Checking account register - August 2020** **12**
- **Director Report** **13**
- **Old Business**
 - 1. Health Benefit for Staff** **18**
- **New Business**
- **Board Member and Public Comments**
- **Adjournment**

Holly Township Library Board of Trustees

Regular Meeting – August 18, 2020

Meeting was called to order at 7:30 PM by Chairman Mitchell.

Roll Call: Members in attendance- Dr. Jay Jubar, Chairman Mitchell, Mr. James Clark, Mr. Gregory Semrau, Director Gregory Hayes. Members absent- Dr. Margaret Hejhal and Mr. Charles Grossman. Mr. Clark motioned to excuse the absent members, supported by Dr. Jubar. Motion carried by voice vote.

Minutes: Minutes for the virtual regular July meeting were presented for approval. Mr. Clark motioned to approve the minutes as presented, supported by Dr. Jubar. Motion carried by voice vote.

Bills for Approval: Invoices paid prior to the meeting of \$2031.99 and bills for payment of \$3322.76 were submitted for approval. Motion by Mr. Clark to approve payment, supported by Dr. Jubar. Motion was carried by voice vote. The natural gas usage as indicated by the Consumer's Energy bill was very low, as expected, so as to no longer be of concern.

Financial Statements: The financial statements were submitted for approval: Motion by Mr. Clark to approve the statements as presented, supported by Dr. Jubar. Motion carried by voice vote.

Directors Report: Director Hayes presented his monthly report. Detailed copies of the report are available upon request. New measures have been taken to enhance safety. These include the purchase of a few face shields for the staff and obtaining the sanitizer recommended by Dr. Jubar at the July regular meeting. The summer reading program was a huge success. The closing activity was a (socially distanced) sidewalk party. E-book circulation is good but in-person use is about 1/3 of one year ago.

Old Business: none.

New Business: Health benefits for the staff were discussed. It was agreed to hold off until the potential to provide an HRA was further investigated and more of the board was in attendance. The benefits of an HRA were identified as providing more equal benefit to the staff members and that our costs would be known going forward. Director Hayes requested some minor adjustments to the public hours of operation. Dr. Jubar motioned to approve the change supported by Mr. Clark. Motion carried by voice vote. Director Hayes also requested an update to the library COVID-19 policies based on changes to the Governor's executive orders. Mr. Semrau motioned to approve the update, supported by Dr. Jubar. Motion carried by voice vote.

Public Comment: Dr. Jubar inquired as to whether the last date to file as a write-in candidate for board trustee was July 24th. It was suggested he might want to contact the Oakland County Clerk's office for clarification.

Adjournment: Mr. Clark motioned to adjourn the meeting supported by Dr. Jubar. Motion carried by voice vote. Meeting was adjourned at 8:15 PM.

The next regular board meeting will be held on Tuesday, September 15, 2020 at 7:30 PM.