

Luther Library

Board Minutes, Aug. 13, 2020

The regular board meeting was called to order by President Lois Langenburg at 4:35 pm. Mtg was conducted on Zoom.

Present were Kees, Lois, Jan, Diane and Donna. Also present was the Library director, Amy Shank. Jody was also present Sheryl Mase was present to conduct the Zoom mtg.

No visitors

No new board comments.

Minutes , were reviewed, Diane reported that she did not know that the last mtg which was conducted by both phone and in person was an option. Correction to spelling of name noted.

Motion by Kees to accept the minutes, second Lois

Treasurer's report

No current treasurer's report due to info being at the auditor's office.

Deposits were reported. Follow up in Sept.

Motion to accept as is, Lois, second Jan

Library Director's report -

No stats, numbers for the month

No story time. Limited hours as we start to reopen. Melcat is now up and running.

E books are being checked out.

Luther Library

We are in region #2

New director already has a Level ^{#3}4 certification, Level ^{#4}3 is needed for a library our size.

Director's workshops are available for additional training.

Motion by Lois, second by Donna. Passed.

New business:

Update on new by-laws and policies.

New policies issues will be put in writing and brought back to board.

Board will look at By-laws and seek input.

Covid 19 update will be added.

Issues of adding library hours and security were brought up and discussed. Issue tabled until more information is available including schedules, times and cost.

Currently we have opened on M,W,F, and Sat.

? on Tuw, and Thursday's opening to be decided later, will need more information.

Keep the back door locked and only staff use the back door.

Security question is if one staff member can work alone in the library. Further discussion needed.

Discussed getting own Zoom acct. \$15/mo. ? Do we need it.

Other libraries use other systems.

Got a grant for 4 additional computers.

Look at the trial period for Zoom use.

Motion Lois

Second Jan. Passed.

Luther Library

Amy reported that board packets were sent out.
Minutes are now placed in a binder.

Discussion on use of committees to do work outside of board meetings. Committees will bring back recommendations to the board for the board to vote on.

Diane raised issues of background checks which have not yet been done. Kees is working on setting up a free non profit account with the Michigan State Police for background checks on hires. Kees will report back on progress.

adjourn 5:30 pm

Next meeting is on Sept. 10, 2020.
Zoom mtg.

Luther Area Public Library 2020-2021 Budget											
General Fund	2020-2021	April	May	June	July	August	September	TOTALS			
Receipts											
1 Library Millage	\$ 54,000.00			\$ 54,300.05				\$ 54,300.05			
2 Local Government Support	\$ 2,500.00										
3 Penal Fines	\$ 18,000.00										
4 State Aid	\$ 2,500.00										
5 Plat Book Sales	\$ 400.00			\$ 1,643.52	\$ 22,469.42			\$ 22,469.42			
6 Shoreline Yellow Bags	\$ 3,000.00	\$ 149.00	\$ 180.00	\$ 398.00	\$ 60.00	\$ 308.00	\$ 52.50	\$ 3,315.24			
7 IRWS Blue Bags	\$ 1,200.00	\$ 365.00	\$ 625.00	\$ 622.50	\$ 476.00	\$ 35.00		\$ 1,087.50			
8 Copies, Fines, Faxes & Sales	\$ 1,000.00			\$ 244.50	\$ 90.56	\$ 86.95		\$ 2,123.50			
9 Donations	\$ 2,000.00							\$ 422.01			
10 Interest/Checking, & CD	\$ 100.00	\$ 19.35	\$ 19.00	\$ 21.59	\$ 27.94	\$ 29.55		\$ -			
11 Miscellaneous Fundraising	\$ 1,500.00				\$ 14.00			\$ 117.43			
12 Grants	\$ 3,000.00				\$ 2,822.00	\$ 1,000.00		\$ 14.00			
Total Receipts	\$ 89,200.00	\$ 533.35	\$ 824.00	\$ 57,230.16	\$ 27,939.64	\$ 1,204.00	\$ -	\$ 87,731.15			
Expenditures											
1 IRS With Holding (escrow)	\$ 2,500.00							\$ -			
2 IRS, Paid	\$ 5,000.00	\$ 936.20						\$ 1,380.28			
3 Wages	\$ 32,000.00	\$ 1,348.12	\$ 2,176.55	\$ 1,910.08	\$ 1,662.75	\$ 1,951.80		\$ 9,049.30			
4 UA	\$ 400.00	\$ 4.00	\$ 0.49		\$ 3.00			\$ 7.49			
5 Books & Movies	\$ 4,000.00	\$ 1,173.96	\$ 300.00					\$ 1,473.96			
6 Supplies	\$ 900.00							\$ -			
7 Audit	\$ 4,200.00							\$ 3,900.00			
8 Utilities	\$ 5,000.00	\$ 444.00	\$ 98.80	\$ 432.89	\$ 203.98	\$ 222.88		\$ 1,402.55			
9 Building Insurance	\$ 1,500.00							\$ -			
10 Education/Travel	\$ 1,000.00							\$ -			
11 Equipment/Verso Server	\$ 6,000.00							\$ -			
12 Office	\$ 1,500.00	\$ 172.89	\$ 113.64	\$ 262.78	\$ 194.50	\$ 426.18		\$ 1,169.99			
13 IRWS Blue Bags	\$ 1,600.00	\$ 460.00	\$ 460.00	\$ 920.00		\$ 460.00		\$ 2,300.00			
14 Shoreline Yellow Bags	\$ 3,000.00				\$ 831.25			\$ 831.25			
15 Plat Books	\$ 750.00							\$ -			
16 Building Maintenance	\$ 4,000.00	\$ 1,912.04	\$ 1,862.42	\$ 141.50	\$ 49.04	\$ 10.05		\$ 3,975.05			
17 Internet/phone	\$ 3,000.00	\$ 196.06	\$ 1,709.90		\$ 596.60	\$ 236.62		\$ 2,739.18			
18 Mid Michigan Library League Dues	\$ 2,500.00			\$ 953.76	\$ 835.86			\$ 1,789.62			
19 Grant Expenditures	\$ 3,000.00	\$ 124.49		\$ 368.24	\$ 1,131.00	\$ 1,263.41		\$ 2,887.14			
20 Misc	\$ 1,100.00		\$ 58.29	\$ 164.66	\$ 50.00			\$ 272.95			
Total Expenditures	\$ 82,950.00	\$ 6,771.76	\$ 6,780.09	\$ 5,153.91	\$ 6,002.06	\$ 8,470.94	\$ -	\$ 32,905.81			
Beginning Checking Balance		\$ 132,816.01	\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34		\$ 1,169.99			
Ending Checking Balance		\$ 126,577.60	\$ 120,621.51	\$ 172,697.76	\$ 194,635.34	\$ 187,368.40		\$ 1,169.99			
Transfer In/Out CD											
CD Balance		\$ 33,544.05	\$ 33,544.05	\$ 33,544.05	\$ 34,279.67	\$ 34,279.67		\$ 33,544.05			
Total Ending Balance		\$ 160,121.65	\$ 154,165.56	\$ 206,241.81	\$ 228,915.01	\$ 221,648.07		\$ 160,121.65			

Luther Area Public Library

7/1/20 thru 7/31/20

Check Balance 7/1/20

\$172,697.76

Income

7/7 LCCF movie grt 622.00 } 3152.00 ✓
 SRPg 1300.00 }
 Gen. Operate 900.00 }
 Bags (B) 330.00 }

7/10 St. of MI State Aid 1671.72 ✓

7/21 Lake Co Penal 22,469.42 ✓

7/31 cp/frn - 83.56 ✓ } 618.56
 bk. sale - 7.00 ✓ }
 funds 14.00 ✓ }
 Y bags 308.00 ✓ }
 B bags 146.00 ✓ }
 pl. bk 60.00 ✓ }

7/31 LOSB interest 27.94 ✓
 27,939.64 + \$ 27,939.64

expense

#5020 7/7 ATT 196.90 ✓

21 7/10 J. Lucas 350.47 -

34 1/2 hr (379.50 - 23.53 - 5.50)

22 7/10 S. Hillman 290.90 -

31 1/2 hr (315. - 19.53 - 4.57)

23 7/10 D. Long 73.88 -

July meet (80 - 4.96 - 1.16)

24 7/17 Lake Co Chamber membership 50.00 ✓

25 7/21 MMLL 1/2 St. Aid 835.86 ✓

26 7/21 Consumers 203.98 ✓

27 7/21 Republic Service (Y bags) 831.25 ✓

28 7/21 A T T 193.70 ✓

3026.94

			3026.94	
#5029	7121	Emergency Geek	1088.60	✓
		4 computers & installation		
30	7/21	CLS (rugs)	49.04	✓
31	7/21	Xerox (copier)	122.98	✓
32	7/22	UIA/St of MI (2nd qt)	3.00	✓
33	7/22	US Treasury (2nd qt)	444.08	✓
34	7/24	A. Shank	376.78	-
		34 hr (408. - 25.30 - 5.92)		
35	7/24	J. Lucas	335.23	-
		33 hr (363 - 22.51 - 5.26)		
36	7/24	S. Hillman	235.49	-
		25.5 hr (255 - 15.81 - 3.70)		
37	7/27	Dollar General (office supp)	10.28	✓
38	7/27	Enfold Systems (internet)	206.00	✓
			5898.42	-5898.42

Debits

712	Dollar Tree (SRP)	42.40	✓
7120	BLT LD Products (toner/fax)	11.70	✓
7120	BLT LD Products (toner)	49.54	✓
		103.64	- 103.64

— \$6002.06
 7/31/20 Check Balance \$194,635.34

	Checking	7/31/20	\$194,635.34 *
CD	16253	3/23/21	5190.73
	16601	12/01/20	10171.25
	16847	8/20/22	10488.42
	16889	9/18/22	8429.27
			\$ 34,279.69 *

total assets \$ 228,915.03 *

Donna Long, treasurer

Luther Area Public Library
8/1/20 thru 8/31/20

Check Balance 8/1/20

\$194,635.34

income

8/5 MULL grant for 4 computers - 1000 ✓

8/10 cp/tn - 38.05 ✓ }
bk sales 23.00 ✓ } 123.55
Y bags 35.00 ✓ }
B bags 27.50 ✓ }

8/17 cp/tn - 14.00 ✓ }
fax 8.00 ✓ } 50.90
fines .40 ✓ }
bk sales 3.00 ✓ }
Y bags 17.50 ✓ }
B bags 7.50 ✓ }

8/31 LOSB - interest 29.55 ✓

1204.00

+ 1204.00

expense

#5039 8/5 Chase Card Service 370.79 ✓
phones - 52.98 ✓
Walmart (SRP) - 317.81 ✓

40 8/17 J. Lucas 345.39 -

34 hr (374. - 23.19 - 5.42)

41 8/17 A. Shank 443.28 -

40 hr (480 - 29.76 - 6.96)

42 8/17 S. Hillman 198.07 -

20 hr (200 - 12.40 - 2.90)
1 1/2 hr (14.48 - .90 - .21)

43 8/17 J. Lucas (Keys, WD-40) 10.05 ✓

44 8/10 A. Shank (office supplies) 23.28 ✓

45 8/15 Xerox (copier) 122.98 ✓

46 8/21 A. Shank 454.37 -

41 hr (492 - 30.50 - 7.13)

1968.21

		1968.21	
*5047	8120 J. Lucas	335.23	-
	33 hr (363 - 22.51 - 5.26)		
48	8120 S. Hillman	175.46	-
	19 hr (190 - 11.78 - 2.76)		
49	8121 S. Hillman (office supplies)	23.31	✓
50	8121 MMLL (masks & gloves)	330.00	✓
51	8127 ATT	236.62	✓
52	8127 Consumer's	222.88	✓
53	8127 IRWS (bluebags)	460.00	✓
54	8131 Baird, Cotter & Bishop (audit)	3900.00	✓
		<u>7651.71</u>	- 7651.71

Debits

814	Walmart (Movie Grant)	224.26	✓
815	Walmart (tissue-bl'd. supplies)	13.75	✓
816	Amazon (Movie Grant)	12.44	✓
811	Amazon (Movie Grant)	378.90	✓
8121	Demco (office)	189.88	✓
		<u>819.19</u>	- 819.23
			← \$8470.94

Check Balance 8/31/20 \$187,368.40 ★

CD 16253	5,190.73
16601	10,171.25
16847	10,488.42
16889	8,429.27
	<u>34,279.67</u> ★

total assets 8/31/20 \$221,648.09 ★

LIBRARIAN'S REPORT - 2020-2021													
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	0	0	80	186	197								463
Children Attendance	0	0	23	99	75								197
Total Attendance	0	0	103	285	272								660
Story Hour Attendance - Kids	0	0	0	0	0								0
Story Hour Attendance - Adults	0	0	0	0	0								0
Movie Program - Adults	0	0	0	0	0								0
Movie Program - Kids	0	0	0	0	0								0
Craft Club	0	0	0	0	0								0
Summer Reading Program - Kids	0	0	0	45	0								45
Summer Reading Program - Adults	0	0	0	0	0								0
Summer Reading Program--Extra People	0	0	0	0	0								0
Special Program - Kids	0	0	0	0	0								0
Special Program - Adults	0	0	0	0	0								0
Adult Books Loaned	0	0	64	118	86								268
Children Books Loaned	0	0	21	71	64								156
Music CDs, DVD's and Video's Loaned	0	0	25	125	252								402
E-Book Used	39	43	20	58	62								222
Computer Use	0	0	0	40	51								91
Laptop/wifi Use	0	0	27	39	52								118
New Registers	0	0	3	1	3								7
Books/DVD/Tapes Etc. Added	0	0	41	57	98								196
Mel-cat Borrowed - in	0	0	0	0	14								14
Mel-cat Loaned - out	0	0	0	0	22								22

Thursday Evening Attendance

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March 16th COVID shut down

LIBRARIAN'S REPORT - 2019-2020													
	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Adult Attendance	315	319	326	658	389	323	394	259	381	291	290	154	4099
Children Attendance	204	153	248	409	298	228	298	192	224	194	183	57	2688
Total Attendance	519	472	574	1067	687	551	692	451	605	485	473	211	6787
Story Hour Attendance - Kids	7	4	27	7	36	3	1	5	4	5	1	0	0
Story Hour Attendance - Adults	3	3	16	4	30	3	1	3	2	2	1	0	100
Movie Program - Adults	3	5	4	5	8	9	12	0	0	4	4	0	68
Movie Program- Kids	13	6	7	9	8	0	15	0	0	12	7	0	54
4-H													77
Craft Club		14	3	6	0	0	0	0	0	0			0
Summer Reading Program - Kids				34	22	0	0	0	0	0			23
Summer Reading Program - Adults				15	7	0	0	0	0	0			56
Summer Reading Program--Extra People													22
Special Program - Kids													0
Special Program - Adults													0
Quilt Club		5	4	4	3	2	0	0	0	0			0
Adult Books Loaned	104	120	139	136	152	155	202	134	155	192	140	97	1726
Children Books Loaned	60	124	140	128	138	59	44	192	52	33	46	27	1043
Music CDs, DVD's and Video's Loaned	301	223	235	269	188	0	224	206	213	246	164	110	2379
E-Book Used	30	92	29	30	34	30	50	53	48	62	38	37	533
Inter-Library Books Loaned In/Out		8	4	12	19	48	63	50	46	71	40	25	386
Computer Use	129	91	105	164	140	129	133	110	153	167	126	69	1516
Laptop/wifi Use	73	52	78	109	88	36	112	76	65	72	85	43	889
New Registers	5	3	8	12	7	6	2	3	7	2	6	1	62
Books/DVD/Tapes Etc. Added	107	20	58	70	26	3	128	154	70	229	119	89	1073

Thursday Evening Attendance

	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Thursday Evening Attendance	26	31	32	13	0	0	0	0	0	0	0	0	0

March 16th COVID shut down

**Luther Area Public Library
Proposed Positive Case Protocol Policy**

***NOTE – Depending on circumstances of exposure, quarantine length and method of counting may change. See CDC Guidance on Quarantine in order to identify exact quarantine period.**

Scenario 1:

- Staff member lives with a family member who has a positive diagnosis.
- Staff member travels to a “hot” location of COVID-19 infection.
- Staff member is notified that they have been exposed to someone who has tested positive (outside their family).

Action Steps:

Immediately (following CDC guidelines*):

- Notify employee that they must self-quarantine for 10 days if asymptomatic*
 - Notify employee of possible work-from-home options.
 - Notify employee, in writing, of benefits available during quarantine (Paid leave)
 - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- If symptoms develop, self-isolation starts for 10 days since symptoms appear and
 - 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved.

Scenario 2:

- Staff member exhibits symptoms of COVID-19 or fails health screening.

Action Steps:

Immediately:

- If employee falls ill at workplace, SEPARATE employee from other employees
- Send employee home/arrange transportation, if necessary.
- Provide employee with following instructions:
 - Encourage employee to seek medical advice/attention.
 - Notify employee to follow CDC steps
 - Employee must self-isolate/quarantine (following CDC guidelines) UNTIL:
 - At least 10 days since symptoms first appeared and
 - At least 24 hours with no fever without fever-reducing medication and
 - Symptoms have improved
 - Notify employee, in writing, of benefits available during quarantine (Paid leave)
 - Remind employee, in writing, that they cannot be disciplined or retaliated against for quarantine.
- Maintain normal cleaning/sanitizing routine

Scenario 3:

- Employee has a POSITIVE DIAGNOSIS of COVID-19

Action Steps:

Immediately:

- All of the above steps, PLUS:
- NOTIFY LOCAL HEALTH DEPARTMENT
- Close off affected employee's workspace and areas they used for prolonged (10 minutes or more) periods of time.

- Determine whether to close, using protocol devised by Board. Discuss with Board if necessary, within library's protocols. It may not be necessary to close facility. See CDC guidance for suspected or confirmed cases. However, if multiple employees development symptoms or there are multiple positive diagnoses, library must consider closing and implementing top-to bottom clean in accordance with EO 2020-145 sec. 1(q).
 - If Library closes and employees are sent home, work from home options should be considered for asymptomatic employees.
 - If workers sent home, employers should be notified in writing of benefits options. (Paid leave)

Within 24 hours:

- NOTIFY co-workers, contractors, vendors who may have had prolonged contact (15 minutes or more of sustained contact – within 6 feet) that an employee has tested positive.
 - Maintain ill employee confidentiality
- Issue general statement to patrons/public on social media (“Employee has tested positive; library is working with Health Department and completing necessary cleaning/disinfecting.”)

After 24 hours:

- Thoroughly clean and disinfect previously closed-off affected employee's workspace and other areas where employee had a prolonged (10 minutes or more) presence, following CDC cleaning and disinfection recommendations:
 - If it has been 7 days or more since employee has been in workspace, closing off/extra cleaning is unnecessary per CDC.

Employees Return to Work:

****NOTE: CDC no longer recommends mandatory testing for return to work. (See What Should I Do If an Employee Comes to Work With COVID-19 Symptoms?)**

Employees with no exposure sent home due to closing as part of deep-cleaning procedures:

- Employees may return 24 hours after the completion of facility/building deep clean
 - Employees must be asymptomatic
 - Employees must not be considered “exposed” to virus by local Health Department

Employees with exposure but no symptoms:**

- Employees may return to work 14 days after initial exposure, or notification of exposure following CDC Guidance
- Employees must have approval of local Health Department for return to work, per EO 2020-145, sec.1 (o)
- Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.

Employees with a positive diagnosis:**

- Employees may return to work in accordance with the CDC Guidance for Discontinuation of Home Isolation, provided that the employee has documentation from their health provider return to work.
 - Employees must contact their supervisor at least 24 hours before their planned return. Contact can be via phone, text or e-mail.
 - Once back at work, employee should be prepared to discuss any accommodations that may be required upon their return.