



**CITY OF NOVI LIBRARY BOARD
MINUTES, SPECIAL MEETING
March 17, 2020**

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, Vice President, at 4:00 p.m.

2. Roll Call

Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President (via phone)

Craig Messerknecht, Vice President

Kat Dooley, Secretary

Geoffrey Wood, Treasurer

Bill Lawler, Board Member

Tara Michener, Board Member (via phone)

Torry Yu, Board Member

Library Staff

Julie Farkas, Director

Marcia Dominick, Administrative Assistant

Guest

Thomas Schultz, Attorney for City of Novi

Based on Open Meetings Act: Board members joining the meeting via phone/conference call are unable to vote should a call to vote occur. Only members in person can vote. Members participating by phone/conference call are not considered quorum.

3. Approval and Overview of Agenda

A request to have the City Impact statement discussed prior to the Employee Information.

A motion was made to table the discussion of the Bylaws until the end of the meeting. The agenda was approved as amended.

1st—Geoffrey Wood

2nd—Craig Messerknecht

The motion passed unanimously.

4. Review current Library Board Bylaws

Tabled until end of meeting.

5. Review Executive Order No 2020-9 by Gretchen Whitmer, Governor – issued March 16, 2020

The Library Board complies with the Executive Order as directed by the Governor effective March 16, 2020. The Library will remain closed to the public through Sunday, April 12, 2020. There is no public access allowed.

6. CDC Interim Guidance for Coronavirus Disease 2019 (COVID-19)

Information was provided.

7. Service options to the public: drive-up; email, social media

Public Services to be discussed:

- Public Access Hours (email, social media, and phone) 10 a.m. – 5 p.m., Monday – Friday.
- Drive-Up Service: The Library Board discussed the use of the drive-up window for guests to access materials, pay fines, or obtain or renew their library card during the closing, but this was dismissed due to the safety of our staff.
- The use of the fifteen (15) lockers located in the vestibule of the library was discussed as an alternative to the drive-up for materials access. This was considered an acceptable alternative. Guests would contact the library to request materials we have in-house and the item would be placed in the locker for guest pick up. A timetable would be established so the maximum number of guests would be able to access materials possible. Materials would be placed in the lockers when no guests were present for the safety of both the staff and guests.
- Online database assistance via phone, email, and social media: Librarians will be available to assist via all these means of communication during the available hours.
- Renew cards via phone: This service would be available.
- Issue temporary card by phone (60-day usage): This service would be available.
- Assisting guest with account information: This service would be available.
- Renewing materials: This service is available, as well as on the Library's website.
- Hold of building materials (NOVI materials); TLN delivery is available for now, but not all libraries have staffing; MeLCaT (Statewide service) has been suspended: If the materials are available at the Novi Library, then a hold can be placed on the item and then placed in the Holds Locker for pick up.
- Scanning/email of needed documents: This service can be provided.
- Printing of documents: This service can be provided to our guests. Special arrangements will be made for pick-up of the documents.
- Tax forms (if requested and based on supply) we could get copies to guests: This arrangement can be made.
- Remotely, the Librarians can provide story times, crafts/projects, place orders, programming, trainings, work on goals, answer calls, etc.
- Information Technology can work remotely as well as in-house, at staggered work times in-house.
- Facilities Team would have staggered shifts working in-house. They will also be required to take trainings/classes remotely when not working in-house.
- Support Services would have the capability to answer calls, renew or issue library cards, attend trainings/classes remotely, place orders, etc. A limited number of staff would be allowed to work in the building processing orders, but on a staggered shift.

8. Library staffing needs during closure (Monday, March 16-April 12, 2020)

- There would be staggered shifts from 7 a.m. – 9 p.m., Monday – Friday, with at least one manager on-site during staffing times.
- City Leadership holds daily meetings at 9:30 a.m. with Julie Farkas attending.
- Julie Farkas will hold manager meetings daily at 12:30 p.m.
- Select staff will be allowed in the building with the remainder working remotely.
- Each department will have in-house tasks, but most will have both in-house and remote.
 - Remote tasks:
 - Trainings/classes; emails; phone calls; library card renewals and issuance.
 - In-House tasks:
 - Emails; phone calls; library card renewals and issuance; cleaning; shelving; processing materials; accepting deliveries, etc.
- As of March 17, 2020, three (3) staff have chosen to stay at home and not work.
- There are six (6) employment opportunities currently available.
- At any one time, there would be no more than 10 employees in the building.

Library Board Discussion:

- At this time, the City of Novi staff are required to come in to work yet keep to social distancing.
- The Library Board stated that they want to do whatever they can to mitigate exposure for staff. They want to close to the public for safety sake.
- Only have necessary staff in the building making sure to keep to social distancing.
- The Library Board asked if other libraries are closed, and the response was, yes. Some are completely closed, and some have chosen to have staff work remotely.
- If staff are allowed, can they come in starting April 6 for the week to clean all items? Julie stated that there are over 170,000 items and it will take longer than a week to clean each item.
- At this time, it is a two (2) week order of closure, until Sunday, April 12, 2020.
- Julie is still planning on having the cleaning companies (restrooms, carpet and building) come in and do a deep clean of furniture, restrooms, and floors. One of our facilities team members cleans daily all switches, door handles, elevator buttons, etc. with a bleach solution as approved by the CDC.
- The Library Board would like Julie Farkas to have the power to make decisions; she may ask for advice and guidance, but she has the ultimate authority.
- The Board would like to keep all staff employed and paid. Keep the absolute minimum number of staff in the building at one time.
- Each day, the managers are to provide Julie with a report of what staff are working on.
- The public are to keep their materials and no fines/fees would be administered. The Library will reopen on Monday, April 13, at which time the items can be returned. At this time, the AST is closed, but the outside slot is open for returns.

It was decided for the safety of our employees, the library would be closed to the public and no drive-up service would be available until April 13, 2020. No motion is needed as this remains the same as was approved at the Friday, March 13, 2020 Special Library Board meeting.

9. Hosting March 26, 2020 Library Board of Trustees Meeting at 7:00 pm at City of Novi, Council Chambers

Director Farkas will prepare the March 2020 Library Board Packet with the anticipation of holding this meeting at the City of Novi Council Chambers. If the March 2020 Library Board Meeting is not held, there will be a 24-hour notice of this cancellation or change of date. Director Farkas will provide in the March Library Board Packet an example of a Pandemic Policy for the Board to review.

10. Matters for Board Action

No action was taken.

4. Review current Library Board Bylaws

Trustee Wood requested a review of the Open Meetings Act and attending remotely based on the current crisis. City attorney, Tom Schultz, stated that in the year 1978, the Open Meetings Act was adopted and it states you must assemble in a building for citizens to attend. Until they change the law, all meetings must be in the presence of the public.

Trustee Wood revoked his suggestion to change the Bylaws.

The Trustees stated that we must take care of our employees, as this is the right thing to do. It is in the best interest in keeping them safe.

11. Adjourn

A motion was made to adjourn the meeting at 5:26 p.m.

1st—Geoffrey Wood

2nd—Kat Dooley

The motion passed unanimously.



Kat Dooley, Secretary

April 23, 2020

Date