

Friends of the Chelsea District Library

Board Meeting, July 14, 2020 (Via Zoom)

1. The meeting was called to order at 5:35 pm by Gary Zenz, President.
2. Roll Call: Jan Carr, Lori Coryell, Suzanne Morrison, Nancy Neff, Sue Skierendziel, Jean Vargas, Dayle Wright, Gary Zenz. Jennifer Kundak & Michele Mullens, absent with notice.
3. Public Comment: none
4. Acceptance of agenda: accepted with addition by Gary. Under New business add : Revise budget. Suzanne moved, Jan 2nd, passed, all ayes.
5. Minutes of June 9, 2020 meeting accepted with the following changes: Old Business, remove “and” after “challenge.”, after “Sue” change “woite” to “wrote”. Jan moved, Suzanne 2nd, motion passed with all ayes.
6. Director Lori presented the Director’s Report-This is attached. She indicated that the best time to call the library to arrange for pick-up of books is probably from 2- 4 pm. Staff prepped 100 pick-up orders for last Friday! Suzanne suggested that this info could be used to show our services. The governor’s latest order for the stage of re-opening is in effect until 8/11.
7. Chair reports
 - Dayle Secretary: It was clarified that Communications Chair will post minutes to our Google Drive after secretary has made corrections that were approved at the meeting. Secretary will send the Communications chair the corrected minutes after the meeting. This is consistent with job description of the Communications Chair, as this person manages FOCDL website.
 - Sue-Communications: Nothing new, she is not posting much due to the shutdown. It was clarified that if she receives an email to the FOCDL, she forwards it to the appropriate person. Most go to Nancy, Treasurer, as are usually of a financial nature. Jan questioned if email questions come in re: the used book sales. Most of email is from the Chelsea Chamber of Commerce. Had discussion re: how to get notifications re FOCDL from Facebook (FB). She suggests each Board member follow FOCDL on FB.
 - Nancy-Treasurer: Linda & Nancy were able to reconcile difference in amounts. Balance now is \$2700. Nancy adjusted budget from \$28,000 to \$14,000, assuming UBS begin when the CDL is open to the

public. Had discussion re how the revised budget was determined. Got \$400 from Books by Chance. Suzanne questioned if there is something that we can do to generate income in other ways, no ideas generated as the shut-down likely would prohibit any activities.

- Michele-Hospitality: No report.
- Jean-Membership: No changes.

Ideas for lobby show case-she will discuss with Jennifer Kundak and be prepared to have an exhibit for when the library does open.

- Jan-UBS update: She delivered books to Books by Chance (BBC) last Thurs. They accepted 70. We can choose to either take back what they don't use or have BBC recycle them, she picked the 30 that they did not want on Mon. She asked the Board for input on her idea of sending a letter to UBS volunteers asking them for their comfort level with sorting books and in working at sales. Support was voiced, she will contact most via email, and contact those who don't use email in other ways. She wanted to know how far in advance & to whom she needs to let know to get supplies ordered for UBS. Lori indicated she should talk to Linda. Some supplies that are needed: masks, gloves, sanitizers. Jean said the Sr Center is going to be using face shields, Suzanne said that her workplace is requiring gowns. Jan mentioned need for plexiglass shields, it was noted that these are very expensive, the post office is using clear visqueen barriers.

8. Old business: Display case-covered under Jean's report.

9. New business: Gary is working on article for the quarterly newsletter. Will be emailing info re the kick-off membership drive to the friends "global list" (~326) due to not having a live event for the kick-off. Discussion ensued re use of "global list", Sue suggested that we use "global mailing list". Nancy clarified that paid FOCDL membership is 40-45. She will send out the paid membership list to board members after the meeting.

Budget Revision: Discussion ensued. Gary said that we will not look for adoption of the revised budget at this time. Jan suggested that the original budgeted amounts be included on the budget so we can keep those amounts in mind. The current 1-page format, which is in PDF, does not have room for this. Group agreed that it preferred going to a 2 page format so this could be included, Nancy will send this out after the meeting.

Dayle will send her phone numbers to group.

10. Upcoming events-no discussion. Sue suggested that we re-consider the need to have a meeting monthly due to the lack of events that require planning. Comment was made that having monthly meetings is a way to support the library and to touch base with each other. Group decided to continue monthly meetings.
Next meeting: Tues., 8/11/2020.
11. Meeting adjourned @ 6:27 pm, Jan moved, Gary 2nd, passed all ayes.
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Director's Report to Friends' Board
July 14, 2020

CDL Responses to COVID-19

CDL continues to operate at Stage 3 (curbside delivery and virtual and remote offerings) of its Reopening Plan. We are doing a robust business with curbside delivery. The circulation staff has been very busy yet continue to perform their jobs with accuracy, grace, and good humor.

While we do not know when the governor will move our region to Phase 5 (as of this writing, our region is back to Phase 3), we are putting the wheels in motion to be ready to begin CDL Stage 4 by Appointment when this occurs. There are lots of moving pieces to this stage, and we want to be prepared to continue to deliver the best possible service to our community.

CDL Annual In-Service Day

We have proposed Friday, August 21 as our annual staff in-service day. We are working with Torrance Learning to create a training/enrichment module around equity, diversity, and inclusion. The planning includes both virtual and in-person components.

SportPort Summer Giveaways

5 Healthy Towns Foundation (5HF) has partnered with Ralph Wilson Foundation, Project Play, the Community Foundation for Southeast Michigan, and Chelsea District Library to bring Project Play SportPort Kits to the Chelsea community. SportPort is an effort to distribute sporting goods kits that kids can use while at home or in a local park. The kits do not return to the library. Kits can be picked up on Wednesdays under the southwest portico of the library facing Main Street beginning July 22. CDL will have 100 weekly themed kits to distribute each Wednesday through August 19 as follows:

- Week 1: Soccer ball and accessories
- Week 2: Playground ball and accessories
- Week 3: Jump rope set
- Week 4: Basketball and accessories
- Week 5: Frisbee and accessories

CDL Strategic Plan 2020-2022 (found on CDL website)

- Approved by the board at March meeting
- Plan developed over seven months under the guidance of Kerry Sheldon and Anica Madeo of Bridgeport Consulting.
- Theme of facilitating access – physical, remote, to shared resources, and to the world. Will address how we make people feel welcome.
- Strategic Initiatives
 - Expand Awareness of Services
 - Strengthen Intentional Approach to Inclusion
 - Address Geographic and Mobility Challenges
 - Close the Gap in Digital Literacy and Access to Technology

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