

## Friends of the Chelsea District Library

### Board Meeting, Nov. 10, 2020 (Via Zoom)

1. The meeting was called to order at 5:30 pm by Gary Zenz, President.
2. Roll Call: Jan Carr, Lori Coryell, Suzanne Morrison, Michele Mullens, Nancy Neff, Sue Skindziel, Jean Vargas, Dayle Wright (entered room late), Gary Zenz.
3. Public Comment: Jennifer Kundak commented.
4. Acceptance of agenda: Motion by Jean, 2<sup>nd</sup> by Sue, to accept agenda with these additions requested by Jan: CRC donation, Dexter FOL. Motion passed, all ayes.
5. Minutes of Oct. 13, 2020: Jan moved, Suzanne 2<sup>nd</sup> to approve minutes with this correction: Add Nancy Neff's name to list of attendees under Roll Call. Motion passed, all ayes.
6. Director Lori presented the Director's Report: Attached. There will not be a Volunteer of the Year award this year. A person was approached to receive this award, but this person did not feel comfortable accepting it because there has been no volunteer activity since March. The total request for funding from FOCDL this coming year is 2600.
7. Chair reports
  - Dayle-Secretary: She will be attending the MIFOL Zoom meeting on 11/12.
  - Sue-Communications: No report
  - Nancy-Treasurer: She has sent out the financial reports via email. Reports were reviewed. We have 42 paid members. We have \$4282 in checking account, have ~\$4500 on hand. She will be cutting a check for transfer to the endowment for \$2655. That will leave us short for funding the library's request for money for hot spots. Lori indicated that the funding for that is not needed right away.
  - Michele-Hospitality: No report.
  - Jean-Membership update: No report.
  - Jan-UBS update:  
 Book selling partnership with Serendipity Books-Jan has not had any more discussion with the store.  
 CRC donation-They wanted 700-1000 books. Last Fri. Jan and some members packed 17 boxes of books, ~350 hardcover fiction books for them. CRC has indicated that some kind of donation will be made to the Friends for this donation.  
 She would probably need to get photos of books for any kind of on-line sales.  
 FOCDL-Jan has had a discussion with president of the Friends of Dexter District Library re the Saline on-line books sales. The Saline Friends group has scanned their entire inventory of used books.
8. Old business: Gary will send out a tentative agenda for the annual January meeting, to be held 1/23/2021 @ 10:30 am, for corrections. Group decided that we will have a discussion on possible ways to increase FOCDL membership at our December meeting. Possible people who attend the on-line MIFOL meeting, in which fund-raising ideas will be shared. At this point some will attend.

9. New business-Friend of the Year announcement: Lori and Gary announced that Jean Vargas has been selected for this award. Kudos to Jean.
10. Upcoming events-Nov. 12 MIFOL meeting, Jan. 23 annual meeting.
11. Adjournment: Jean moved, Gary 2<sup>nd</sup>, to adjourn @ 6:24 pm, passed all ayes.

Next meeting: Tuesday, Dec. 8, 2020, 5:30 PM to 6:30 PM.

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## Friends, November 10, 2020 Meeting Director's Report

### CDL and COVID-19

Where Have All the Staff Gone?

From the outset of the pandemic, guidelines have been in place that call for limiting the number of staff returning to the workplace to a minimum. Linda and I continue to monitor this.

Within the past few weeks, two Michigan documents were released that reinforce our current workplace model. Rule 5(8) of MIOASHA's *Emergency Rules, Coronavirus Disease 2019* dated October 14 (found [here](#)) states "(t)he employer shall create a **policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.**" Essentially, if the work CAN be done remotely, it MUST be done remotely. Additionally, on November 6, the state released its [MDHHS's Guidance to help Keep Workplaces Safe](#). At the very end, it states:

*Employers should allow their employees to work from home, if possible, to minimize the presence of individuals gathered in work settings where COIV-19 may spread. **Employers should only permit in-person work if a worker is unable to physically complete required job tasks from a remote setting, such as food service or auto assembly workers, or a job involving protected data that cannot be accessed remotely.***

Clearly, CDL needs to remain vigilant and continue to limit the number of staff returning to the building to work.

### Staff News

Linda, Scott, and I interviewed three strong candidates for the Computer Technician II and have a made an offer to one of them. Stand by for more information!

We currently have a posting for a Library Assistant I. That posting closes next Friday. So far, seven applications have been received. Fingers crossed for a positive outcome!

### CDL 2021 Budget

At their September meeting, the board approved the 2021 operating budget for the library (\$2,027,684).

Highlights include:

- Anticipating a \$53,208 increase in district revenue over this year.
- This is the first year of the 2019 approved millage (1.9144 mils).
- Assuming slight drops in revenue due to COVID from State Aid and donations.
- We no longer will have fine income as the board voted to go fine free this year.
- 2% increase for all staff (translates to a \$21,124 increase in this line).
- COVID impacts expenditures, too – specifically cleaning supplies, PPE, and an extra day of cleaning (Sundays).
- In 2021 we will migrate from servers to cloud storage.

- We will add equipment to the Ingenuity Engine.
- Less staff travel to conferences, etc. due to COVID.
- Dedicating more \$ for digital resources.

#### Impact on our Friends?

Because of the impact of COVID, we only have two expenses on our Friends Wish List for 2021: \$600 for staff appreciation (the gift cards for staff work anniversaries) and \$2,000 for hotspots.