

**Approved June
15, 2020**

Board of Trustees Special Meeting
Conducted Virtually on Zoom/YouTube due to the Coronavirus
Tuesday, May 26, 2020
5:30 pm

MINUTES

NOTE: In accordance with Michigan Governor Gretchen Whitmer's Executive Order 2020-75, designed to help prevent the spread of the COVID-19 virus by allowing public bodies subject to the Open Meetings Act to use telephone or video conferencing technology to meet and conduct business, the Branch District Library Board of Trustees live streamed this meeting via Zoom and YouTube. Instructions were provided in the meeting notice for how the public could watch or listen to the meeting and provide public comment. All votes taken during the meeting were done by roll call.

1. Call to Order

BDL President Ben Jewell, called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Ben Jewell, Tom Lowande, Martha Watson, Susan Brooks, Karen Smith, Sue Smith, and Kim Langworthy.

Board Members Absent/Excused:

Others Present: John Rucker and Kimberly Feltner

4. Public Comments. None.

5. Approval of the Agenda

Motion by Karen Smith, supported by Tom Lowande, to approve the Agenda as presented. By roll call vote, the motion carried unanimously.

6. Draft Reopening Policy

Director gave a brief introduction to the proposed policy and the legal, Library of Michigan, and other resources he used in crafting the policy. There was some discussion about whether the Board needed to approve the Reopening Plan which is Appendix A of the policy. There was general consensus that it should do so as that was recommended by legal advisors. A few changes were discussed and those agreed upon are detailed in the motion.

A) Motion by Tom Lowande, supported by Sue Smith, to approve the draft Reopening Policy, including the Reopening Plan contained in Appendix A, with the following changes:

- In the last sentence of Section I, Purpose, the word "may" should be changed to "will."
- Section VII, Applicability will be reworded to make it clear that it applies to patrons as well as to employees.
- All references to SARS-CoV-2 will be deleted as potentially confusing and will be replaced as needed with "COVID-19" or similar, more commonly familiar terms.
- The fourth, single-sentence paragraph of Exhibit A will be deleted because it conflicts with Section VII of the Policy.
- In the "Requirements During All Stages" section of Appendix A, Paragraph F will be deleted because it is unnecessary and the enumerated list in Paragraph G will be described in more

specific terms where needed.

- In paragraph H of that same section, the phrase “confirmed positive” will be revised to eliminate the redundancy, and the phrase “(if open)” will be deleted from paragraph H-1.
- In the last paragraph of Stage I, paragraph A, the phrase “Digital Branch” will be defined.
- In Stage 1, paragraph B and in all other Stage sections where similar language occurs, words will be added to make it clear that employees may work from home “with permission from the Library Director”.
- In Stage 1, paragraph E and in all other stages where the same language occurs, the paragraph heading will be revised to read, “Social Distancing and/or Safety Protocols”.
- In Stage 2, paragraph B, the word “Some” will be added at the beginning of the sentence that reads, “Non-essential staff may return to the Library.”

By roll call vote, the motion passed. Votes in favor: Jewell, Lowande, Brooks, Langworthy, and S. Smith. Votes opposed: Watson. No vote: K. Smith who was excused early.

7. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 15, 2020, at 5:30 pm, at the Sherwood Branch Library at 195 N. Broadway Street in Union City. If the shelter-in-place order has not been lifted by that time, details of a virtual meeting will be provided ahead of the meeting time.

8. Additional Public Comments. None.

9. Adjournment

Motion by Susie Brooks, supported by Martha Watson, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 6:20 pm.

Respectfully Submitted,



Martha J. Watson
BDL Board Secretary

The Branch District Library will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon one week's notice to the Branch District Library by writing or calling the following:

Branch District Library, 10 E. Chicago St., Coldwater, MI 49036 info@BranchDistrictLibrary.org (517) 278-2341