

City of Taylor Library Board  
Meeting Minutes  
June 11, 2020

**1. Call to Order:** 6:05 p.m.

**2. Roll Call:**

Present by Video & Phone: Sandy Thompson, Diana Chavez, Dan Bzura,  
Sheila Gorski-Schulte, Theresa Moore

Also Present: Vanessa Verdun-Morris, Library Director  
Julie Porreca, Assistant Director, Information & Technology  
Shauna Anderson, Assistant Director,  
Educational & Cultural Opportunities

**3. Approval of Agenda:** Motion by Moore, supported by Bzura, to approve the meeting agenda. Motion carried.

Resolution #06-01-20

**4. Approval of Minutes:** Motion by Moore, supported by Bzura, to approve the following meeting minutes:

- A. Meeting on January 9, 2020
- B. Special Budget Meeting on March 5, 2020
- C. Special COVID-19 Meeting on March 16, 2020
- D. Special COVID-19 Meeting on March 23, 2020
- E. Special COVID-19 Meeting on April 14, 2020
- F. Special COVID-19 Meeting on April 30, 2020
- G. Special COVID-19 Meeting on May 14, 2020
- H. Special COVID-19 Meeting on May 28, 2020

Motion carried.

Resolution #06-02-20

**5. Communications:**

- A. Building & Grounds Letter of Understanding – G. Ulin/L. Runkle - Discussion
- B. Director's Report – Presented by Verdun-Morris

**6. Action Items:**

- A. Motion to approve Building & Grounds Letter of Understanding

The Letter of Understanding is an agreement with the Senior Center, the City of Taylor, Taylor Community Library and TLN (The Library Network) to provide, maintain and service a computer

lab at the Senior Center. Gorski-Schulte to research IGAs (Intergovernmental Agreement) samples. Item tabled to our next meeting.

**B. Pandemic Policy Draft**

Motion by Gorski-Schulte, supported by Bzura, to revise the Pandemic Policy (“Regulations III.D. Director’s Role; Authority for Library Closure”). The revision is to remove “for a maximum of fourteen (14 days)” without prior Library Board approval and to include a provision “until an emergency meeting of the board can be scheduled.” The draft policy will then be sent for legal advisement.

Motion carried.

Resolution #06-03-20

**C. Motion to Approve Grant Submissions:**

1. IMLS Cares Grant – Motion by Gorski-Schulte, supported by Moore, to grant submission. Motion carried.

Resolution #06-04-20

2. LSTA Improving Access to Information Grant – Motion by Gorski-Schulte, supported by Bzura to grant submission. Motion carried.

Resolution #06-05-20

] 3. Library of Michigan IMLS Cares Grant – Motion by Chavez, supported by Gorski-Schulte to grant submission. Motion carried.

Resolution #06-06-20

**D. Motion to Approve Professional Development Expenses:**

1. Librarian to attend rescheduled National Library Service for the Blind & Print Disabled Conference September 13-17. Conference was originally scheduled May 16-21 and attendance approved in resolution #01-06-20.

Motion already made. No need for another motion when a conference is rescheduled.

**E. Annual Fee Schedule**

Motion by Chavez, supported by Bzura, to accept the annual fee schedule as presented. Motion carried.

Resolution #06-07-20

**F. Merit—Based Raises**

Motion by Chavez, supported by Moore, to approve merit-based raises of .25, .50 or .75 cents for hourly employees. Salaried employees to receive merit-based raises of \$1,000, 1,500 or \$2,000. Raises effective June 29, 2020. Motion carried.

Resolution #06-08-20

**G. Annual Meeting Schedule**

Motion by Chavez, supported by Moore, to hold regular Library Board meetings on the following dates:

July 9, 2020

October 8, 2020

January 14, 2020

April 8, 2020

Motion carried.

Resolution #06-09-20

**H. Officer Elections**

Motion by Chavez, supported by Bzura, to keep the officers the same: Sandy Thompson, President and Diana Chavez, Vice President and Secretary. Motion carried.

Resolution #06-10-20

**7. Receive and File:**

- A. Director's Report, June 2020
- B. Financial Report, July 2019 – April 2020
- C. Paid Invoice Report, January 2020 – April 2020

Motion by Chavez, supported by Bzura, to receive and file 7A, B and C. Motion carried.

Resolution #06-11-20

**8. Open Business: – None**

**9. Public Comment: – None**

**10. Adjournment:** – Motion by Gorski-Schulte, supported by Bzura, to adjourn the meeting at 7:53 p.m. Motion carried.

Resolution #06-12-20

Next Regular Meeting – July 9, 2020

Submitted by,



Diana Chavez

Library Board Vice President and Secretary