

Berkley Public Library Board Meeting Minutes 20 May 2020

Present: Matt Church, Library Director; Rita Van Brandeghen, Chairperson; Carol Hermann, Amanda Rhoda, Christopher Rennie, and Mary Jo Armstrong, Board Members; Natalie Price, City Council liaison. Meeting was conducted via ZOOM in compliance with the State of Michigan Stay at Home order due to the COVID-19 crisis.

Meeting convened at 7:07 p.m.

There were no public comments.

Minutes from 19 Feb 2020 meeting were approved as printed. There were no meetings in March or April 2020 due to the COVID-19 crisis.

Librarian's Report:

The Library Director presented his reports for March and April on programs, equipment updates, and staff. Highlights of the reports include:

- Staff computers in the library were upgraded with new machines to Windows 10. Public computer upgrades were delayed, but will be done soon. City IT staff are handling the installation.
- Karen Endres, Library Secretary is starting her 41st year with the Berkley Library. We are grateful for her dedicated service to the community.
- Heather Earnley, Circulation Clerk has earned her Level 3 certification from the Library of Michigan.
- Library Board meetings for March and April were cancelled due to the library's COVID-19 closure beginning 14 March.
- Friends of the Berkley library did not hold a March meeting due to the library's COVID-19 closure, but were able to hold a virtual meeting in April via ZOOM. They also hosted a virtual book club meeting.
- During the closure, the library staff has been doing wellness calls to senior members of our community.
- Matt, Rebecca & Wendy have attended several consortium and state-wide library meetings virtually.
- Matt has continued to attend department head meetings, now handled virtually.
- Library staff have created content reviews of online materials for our social media platforms.
- Rebecca Stout has been conducting weekly online storytimes for young patrons. She is also creating reviews and helping to manage social media platforms for the library.
- Emily Kirkwood has created comics for our social media platforms.
- Wendy has been leading online craft projects for children.

- Staff have been holding virtual meetings every few weeks to stay in touch.
- 17 people attended the first virtual Tuesday Afternoon Book Club meeting.
- Rebecca will be leading an online book discussion for adults in June. An online discussion for youth is scheduled for May.
- The Summer Reading Program will be conducted virtually this year.
- There will be no in-person programming at the library at least through Labor Day due to ongoing COVID-19 concerns.
- TLN has been renewing library cards and extending due dates of library materials for patrons.
- In order to better serve patrons while the library is closed, additional digital materials/options have been made available through Libby/Overdrive, Hoopla, and an added digital service, Kanopy.
- Despite the library's closure on 14 March, total circulation for March was 10,049. April circulation was limited to downloads only and totaled 3,116. Staff has been focused on a marketing strategy to redirect patrons to online content by creating reviews, lists, and recommendations on our social media platforms geared toward our available digital content.
- State Aid and Community Foundation for Southeastern Michigan checks were received.
- Matt did the library budget presentation to council via ZOOM.

Old Business:

- February circulation totaled 10,049.

New Business:

- Matt has created a Draft COVID-19 Recovery and Reopening Plan for the library.
- The proposed plan is broken down into 3 phases:
 1. Easing (no patrons in the building but patrons will have access to the collection via ordering and curbside pick-up or delivery);
 2. Revival (patrons will be able to enter the building and check out materials, but patron numbers may be limited and hours may be modified);
 3. Maintenance (return to mostly normal operations with some possible modifications).

At each phase, all recommended health and safety protocols, as well as best practices will be followed.

- The building will continue to be closed until at least 28 May under the Governor's executive order.

Update from City Council Liaison:

- Natalie indicated that City Council appreciated the hard work of city department heads in presentation of their proposed budgets. They were especially appreciative that the department heads were able to prioritize needs vs. wants,

recognizing that the COVID-19 crisis will likely create financial shortfalls for the city.

Other Matters

There were no other matters discussed.

The meeting was adjourned at 8:15 p.m.

Next meeting – 7 p.m., Wednesday, 17 June 2020

Respectfully Submitted,

Carol Hermann