



**CITY OF NOVI LIBRARY BOARD MINUTES
SPECIAL MEETING
Friday, March 13, 2020
5:00pm
Novi Library – Board Room**

1. Call to Order

The meeting was held at the Novi Public Library, 45255 W. Ten Mile Road, Novi, Michigan, 48375, and was called to order by Craig Messerknecht, Vice President, at 5:00 p.m.

Purpose of Meeting: To discuss options for a possible library closure due to Corona Virus (COVID-19).

Based on Open Meetings Act: Board members joining the meeting via phone/conference call are unable to vote should a call to vote occur. Only the four Board members attending in person at this meeting can vote. Members participating by phone/conference call are not considered quorum.

2. Roll Call

Roll Call by Secretary, Kat Dooley

Library Board

Melissa Agosta, President – Absent and Excused

Craig Messerknecht, Vice President – In person

Kat Dooley, Secretary – In person

Geoffrey Wood, Treasurer – In person

Bill Lawler, Board Member – via phone/conference call

Tara Michener, Board Member – via phone/conference call

Torry Yu, Board Member – In person

Library Staff

Julie Farkas, Director

Barbara Cook, Bookkeeper

3. Approval and Overview of Agenda

A motion was made to approve the March 13, 2020 Library Board Special Meeting Agenda.

1st—Geoffrey Wood

2nd—Kat Dooley

The motion passed unanimously.

4. Review information provided by Julie Farkas, Library Director, on library closures in Michigan as of 4:15pm Friday, March 13, 2020 reported on Michlib-I (state library listserv) via email

Trustees reviewed the printed information provided by Director, Julie Farkas. This information includes libraries on the state listserv and their decisions to close or remain open.

Trustee Wood asked Director Farkas if she had a recommendation regarding closing and he wanted to address/discuss the impact on hourly staff.

Trustee Wood's questions/comments led to an in-depth discussion about closing to the public, disinfecting/sanitizing needs, and possibly having staff-only in the building. The Novi Library has an advantage of having a drive-up window, this was discussed as a possible option to service the public during a closure. Trustee Michener inquired about immunocompromised or immunosuppressed staff. This led to further thoughtful consideration/discussions concerning the staff, possible childcare needs and if they could have the option to not report to work. Additionally, the Library building can allow for separating/social distancing. Protocol regarding treatment of any staff suspected of being ill was discussed.

After much discussion and consideration, the Library will be open to serve the public Saturday, March 14th and Sunday, March 15th. Closure to the public starts Monday, March 16th. During this time staff will have work opportunities or the ability to utilize leave time. Staff will be in contact with Library HR. These discussions led to the approval of an amended motion regarding Library closure. This motion is presented under item 7.

Discussions/Approvals.

Trustee Dooley suggested communicating through social media the digital offerings that the Library has available. Also, Trustee Dooley recommended sharing notifications from the School District to the Library community as an alternative way to get needed information to the parents/caregivers in the community.

Director Farkas said there would be an increase to the Novi Library's downloadable order to accommodate Library Guests/Patrons at this time.

5. Review information received via email by Dr. Steve Matthew, Superintendent of Novi Community Schools

Director Farkas included communication from Dr. Steve Matthews, regarding the Novi Community School District Coronavirus plan, which includes school closure dates from March 16 through April 12, 2020, resuming school Monday, April 13, 2020.

6. Email provided by TLN (The Library Network) regarding delivery of materials

Director Farkas included an email from TLN dated March 13, 2020. This email states that delivery is continuing, however, a lot of libraries that are closing are suspending their delivery.

Details known at this time:

- City of Novi Parks/Rec and Library have cancelled all indoor programs, classes and room rentals until March 22 (information was sent out 3/12/20 via all city/library communications)
- A leadership meeting will take place next Tuesday, March 17th for further city updates
- Novi School District has closed its buildings from Monday, March 16th – April 12th.

7. Discussions/Approvals

A motion was made to approve closing of the Novi Public Library with limited service starting Monday, March 16 through April 12.

After further discussion the above motion was amended to:

An amended motion was made to approve the closing of the Novi Public Library with limited non direct public service available Monday, March 16, 2020 through April 12, 2020.

1st—Kat Dooley

2nd—Torry Yu

The amended motion passed unanimously with a roll call vote.

Roll Call Vote by Secretary, Kat Dooley

Craig Messerknecht, Vice President – Yes

Geoffrey Wood, Treasurer – Yes

Torry Yu, Board Member – Yes

Kat Dooley, Secretary – Yes

Tara Michener, Board Member – Abstain

Bill Lawler, Board Member – Abstain

Melissa Agosta, President – Absent and Excused

Trustee Wood asked if there is a plan or policy in place if an employee were to test positive for the coronavirus. Director Farkas said that these discussions are taking place and risk is being diminished with closing the Library to normal public interaction. However, Director Farkas will provide more information on this topic.

8. Adjourn

A motion was made to adjourn the meeting at 5:42 p.m.

1st—Torry Yu

2nd—Kat Dooley

The motion passed unanimously.



Kat Dooley, Secretary

April 23, 2020

Date

