

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Special Meeting
Tuesday, June 4, 2020 7:00 p.m.
Via Zoom

Members Present: Keef, Harris, Clemens, Weeks, McMunn and Gramlich. Also present, Director Hatch and Jeanne Brown to record the minutes.

1. **Call to Order:** President Keef called the meeting to order at 7:04.
2. **Approval of Agenda:** Harris moved to approve the Agenda, as presented, Weeks seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
3. Approval of Minutes, Regular Meeting May 26, 2020: Tabled until next meeting.
4. **Call to the Public:** None
5. **Unfinished Business:**
 - 5.1. Property and Liability Insurance Renewal: Director Hatch presented a memo including renewal options and costs, with a recommendation. Clemens moved to approve renewal of current policy for 20/21 plan year, McMunn seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
 - 5.2. Library Reopening Plan: Director Hatch explained updates to the plan. Director Hatch further explained libraries are coordinating the timing of stages of opening and to expect additional changes to the plan (currently Libraries are under the same restrictions as Retail). Director Hatch also explained the timing of Curbside checkout. Weeks moved to approve Library Reopening Plan as presented, Gramlich seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.
 - 5.3. COVID-19 Preparedness and Response Plan: Director Hatch explained plan and reported training will be provided for staff for ppe and cleaning. Director Hatch also mentioned an app for screening staff. Harris moved to approve COVID-19 Preparedness and Response Plan as presented, McMunn seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried.

5.4. Open Forum: Gramlich mentioned adding millage information with check outs. Factual information will be provided, and millage information will be included in the Summer Newsletter. June Regular meeting will be at the scheduled date and time on Zoom.

6. **Adjournment:** Weeks moved to adjourn, Gramlich seconded. Harris – yes, Weeks – yes, Clemens – yes, McMunn – yes, Gramlich – yes. Motion carried. Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Marianne McMunn
Secretary