

**LUTHER AREA PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**MINUTES OF REGULAR BOARD MEETING**  
**Thursday, July 8, 2021**  
**115 State Street**  
**Luther, MI 49656**

**CALL TO ORDER**

President Langenburg called the meeting to order at 4:35 p.m.

<b>Present:</b>	<b>President:</b>	L. Langenburg
	<b>Vice-President:</b>	J. Trimberger
	<b>Trustee:</b>	K. Goodlein
	<b>Director:</b>	A. Shank

<b>Absent:</b>	<b>Treasurer:</b>	D. Long
	<b>Secretary:</b>	K. Frankfort

**VISITOR COMMENTS**

None.

**BOARD COMMENTS**

None.

**APPROVAL OF MINUTES**

Regular Meeting of June 10, 2021

Director Shank noted the following errors:

- In the Treasurer's Section. It should read: We returned funds to the *Lake County Community Foundation*, not Michigan Municipal League.
- In the Librarian's Section. It should read: *TALK (Teach and Learn for Kindergarten) has services for libraries*, not Michigan serve has services for librarians.
- In the Librarian's Section. It should read: *ECF (Emergency Connectivity Fund) is looking for hotspots by T-Mobile and Verizon*, not \$300 relief fund. Looking for hotspots by T-Mobile.

- In the Old Business Section. It should read: *A recent donation from the Shirley Winquist Memorial was used to buy a programmed computer for learning. \$2919 A.W.E. program, not The recent donation from Shirley W. Use to buy programmed tablets for learning \$2919 A.W.E program.*

Motion and seconded made by President Langenburg and Vice-President Trimberger to approve the regular meeting minutes of June 10, 2021 along with the above corrections.

**Roll Call Vote: (3) AYES – Goodlein, Langenburg, Trimberger  
(0) NAYS**

**Motion Carried**

### **TREASURER’S REPORT**

Motion and seconded made by President Langenburg and Trustee Goodlein to approve the Treasurer’s Report as presented.

**Roll Call Vote: (3) AYES – Goodlein, Langenburg, Trimberger  
(0) NAYS**

**Motion Carried**

### **LIBRARIAN’S REPORT**

Director Shank confirmed her written report and added the following:

- Director Shank and staff are getting ready for the Summer Reading Program.
- Director Shank did the July newsletter.
- Director Shank reviewed several grants (ECF, MMLL, E-rate Central).
- The Great Lakes Energy People Fund grant was approved and used to clean CDs and remove scratches.
- Director Shank and staff are reorganizing the library and correcting catalog programs.
- The new leased printer arrived and is working well.
- Director Shank is participating in a bi-weekly ZOOM Directors’ meeting to discuss COVID issues at least through the end of July.
- The Winquist Memorial contributions currently total \$6985.00 from 42 people/groups.

- The Sharon Baker Memorial contributions currently total \$385.00 from 8 people.

Motion and seconded made by President Langenburg and Vice-President Trimberger to approve the Librarian's Report as presented.

**Roll Call Vote:      (3) AYES – Goodlein, Langenburg, Trimberger  
                             (0) NAYS**

**Motion Carried**

### **OLD BUSINESS**

Director Shank stated the library is working on getting two people on duty during library hours. Due to future staff vacancies, the library is looking to hire new staff and has received 19 applications. President Langenburg stated that the Personnel Committee needs to meet and review the applications.

Director Shank commented that the library has a COVID Response Plan in place (although currently obsolete).

A written proposal was received from Northern Castle Homes on the cost to replace the library roof. Estimates for both a shingle and metal roof were reviewed. President Langenburg is travelling to Cadillac tomorrow to meet with a second contractor and obtain an estimate.

### **NEW BUSINESS**

A brief discussion was held regarding Filtering for Emergency Connectivity Grants to adhere to the Children's Internet Protection Act (CIPA). **IF** we apply for federal funding that requires adherence with the CIPA, we are willing to comply by applying filters to our connected devices owned by the library and to those circulated to the public.

The library has an Internet safety policy and has also posted a public notice of the filtering.

The library has five *Little Free Libraries* that it will place in various locations throughout the District. Two types of aluminum signs (8" x 1.5") are available for the front of the box: A Generic Sign for \$40.00 or a Custom Sign for \$80.00. In addition to additional lines for engraving, a custom sign offers benefits such as

the option to add our Library to the world map, which will help people find and visit our library and Steward's benefits with tips and access to groups and newsletters aimed at making our library a vital part of our community. Motion and seconded made by President Langenburg and Trustee Goodlein to approve the purchase of five custom signs for a total of \$400.00.

Roll Call Vote:      **(3) AYES – Goodlein, Langenburg, Trimberger**  
                              **(0) NAYS**

**Motion Carried**

**TRUSTEE COMMENTS**

None.

**BUDGET AMENDMENTS**

None.

**NEXT MEETING DATE**

August 12, 2021 at 4:30 p.m.

**ADJOURNMENT**

Motion and seconded made by President Langenburg and Vice-President Trimberger to adjourn the meeting at 5:25 p.m.

Respectfully submitted,

Karin Goodlein, Trustee

# Luther Area Public Library

7/1/21 thru 7/31/21

Check Balance 7/1/21

\$152,720.99

income

7/12	cp/p bk sale fundr Y bags B bags	28.25 1.05 4.00 42.00 70.00	}	145.30
7/12	Lake Co millage State Aid Book Sale	57,147.01 1,780.56 268.00	}	59,195.57
7/16	cp/fn book sale Y bags B bags	15.80 6.25 245.00 17.50	}	284.55
7/23	B bags	1300.00	—	1300.00
7/30	St. Aid	1810.91	—	1810.91
7/30	cp/fn/fx fundr. Y bags B bags	28.50 13.00 3.50 152.50	}	197.50
7/31	LOSB - interest			7.97
				62,941.80

+ \$62,941.80

expense

#5243	7/6	IRWS (B bags)	920.00
44	7/6	Chase Card DVD cases, labels, disc machine kit & books	1468.06
45	7/6	AWE Acquisition computer for children and hdw.	2921.00 <del>2941.00</del>
46	7/6	Elite Fund (E-rate)	300.00
47	7/9	A. Shank 45½ (591.50 - 36.67 - 8.58)	546.25
48	7/9	J. Lucas 32½ (373.75 - 23.17 - 5.42)	345.16
			6500.47

			6500.47
5249	7/19	S. Hillman	422.48
		38hr(418-25.92-6.06)	
		4hr(39.48-2.45-.57)	
50	7/19	D. Long	73.88
		JUL meet(80-4.96-1.16)	
51	7/11	Reed City Library (43 books)	43.50
52	7/11	CLS (rugs)	49.04
53	7/11	MOS (copy overages)	31.33
54	7/11	A. Shank (GFS candy)	39.99
55	7/11	S. Hillman (soap)	<del>2.76</del>
56	7/23	A. Shank	516.23
		43hr(559-34.66-8.11)	
57	7/23	J. Lucas	
		28hr(322-19.96-4.67)	934.58
		4wk vac. (690-42.78-10.01)	
58	7/23	S. Hillman <sup>50</sup>	259.04
		25.5 hr(280-17.39-4.07)	
59	7/23	St of MI/UTA 2nd qt	5.00
60	7/23	US Treasury (2nd qt)	1207.15
61	7/23	A. Shank (office)	18.72
62	7/23	LeRoy Library (subscr <sup>book mag</sup> )	81.00
63	7/27	A T T	202.27
64	7/27	Consumers	204.83
65	7/27	E. Langenburg (power wash)	150.00
66	7/28	Chase Card (books/signs)	775.68

11,515.19

— 11,515.19

Debits

7/02	Home Depot (soap)	2.76
7/23	Walmart (SRP-prizes)	10.56
7/27	Meijer (→?) (Supplies)	12.95
		<u>26.27</u>

— 26.27

total expenses  $-^{\#} 11541.46$

7/31/21 check balance \$304,121.33

CD's balance 24,381.79

total assets 7/31/21  $\$238,503.12$   
~~\$238,183.12~~

Bonno Long, treasurer





**Luther Area Public Library**  
**COVID-19 Exposure Protection, Preparedness and**  
**Response Plan pursuant to EO 2020-97**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-529864--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html)

As set out in this plan, the Library has instituted various housekeeping, social distancing, requirements for personal protection equipment (PPE) and other best practices to reduce exposure to COVID-19.

The following workplace protective measures shall be implemented and adhered to by all employees:

- Self-monitor at home before each shift. If temperature is elevated or experiencing any other symptoms of feeling unwell, please call the Library Director and do not report to work.
- Employees must practice good hygiene which includes frequently washing hands and/or using hand sanitizer, and using appropriate etiquette when sneezing or coughing.
- Workstations and all shared equipment should be cleaned with sanitizing wipes at the beginning and end of each staff shift. Shared equipment includes, but is not limited to, the circulation desk, phone, computer keyboard and mouse, desk surface and drawer handles, chairs, staplers and other office equipment.
- Employees shall be required to wear face masks when interacting with the public at an indoor gathering. **The requirement to wear a face mask does not apply to individuals who are fully vaccinated.**

- Social distancing requires that each employee, **except fully vaccinated persons**, maintain a distance of at least six (6) feet from one another to the maximum extent feasible while on worksite premises.
- Any employee showing symptoms of COVID-19 will be asked to leave the workplace and seek treatment.
- Employees are required to comply with any quarantine recommendations after being exposed to the pandemic event.

The Library will Provide COVID-19 training to employees which covers, at a minimum:

- Workplace infection-control practices
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

To mitigate the exposure risk to COVID-19, the Library will provide the following personal protective equipment (PPE):

- Gloves are available at all times at the circulation desk.
- Masks will be available for each employee but they may use their own masks if preferred.
- Hand sanitizer is available throughout the Library.

Workplace Modifications, cleaning and disinfecting:

- Sneeze guard will be installed at the circulation desk.
- All common areas will be cleaned and sanitized on a regular basis utilizing products identified by OSHA and the CDC as effective for eliminating

COVID-19. Common areas include, but are not limited to, the following: doorknobs, handles, light switches, restrooms, sneeze guards, countertops, patron computers, patron computer workstations and chairs, countertops and shared printers.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, the Library is required to notify both:

- The local public health department, and
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

At this time the Library will also be closed for a period according to CDC requirements and all common areas sanitized by the Library Director or Assistant Director.

An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention ("CDC").

This Exposure Prevention, Preparedness and Response Plan will be provided to all employees via email before returning to work and made available to all customers via the Library website and hard copies available in the Library. Any questions regarding any provisions of the plan should be directed to the Library Director.

## **Luther Area Public Library**

### **Pandemic Procedures & Reopening Criteria**

This plan seeks to explore several possible reopening scenarios. The primary consideration is maintaining the safety of patrons and staff while providing necessary services that the library is uniquely positioned to perform.

Before any reopening can be considered, the following preparation is required:

- Proper precautionary measures in place such as distancing between patron computers and Plexiglas shield for circulation desk.
- Secure staffing and prepare schedule to provide computer access for essential needs. Create new check-in method to replace current computer sign in sheet.
- Secure staff for and schedule hours for curbside pickup. Determine if we can designate a parking spot, possible signage. We may also wish to impose an item limit on checkouts via this method.
- Secure protective masks and gloves for staff.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Determine a system to quarantine materials.
- Schedule for cleaning/sanitizing of public areas (outside the Library proper).
- Establish sanitation stations including hand sanitizer, masks and gloves for staff and patrons. Determine whether a requirement to wear masks should be imposed on the public. Require masks if EO requires it (acknowledging ADA exemptions).

Please note that all aspects of this plan are flexible and designed to be responsive to changes in guidelines or circumstances.

## Phase One

### Criteria:

1. The governor's stay at home order has been cancelled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The library has access to the necessary materials to administer some essential services.
5. The library has access to enough staffing to run said services.

**Building Access:** Staff may return to work as usual but the Library will still be closed to the public except by appointment. Staff shall take proper safety precautions and maintain social distancing with each other to the best of their abilities.

**Technology access:** Computers and fax/copy requests will be available by appointment only for work or other essential services. All public workspaces will be disinfected between appointments. Computer appointments will be offered every 30 minutes, alternating computers (this gives us a window of time to disinfect), with a 45 minute time limit.

**Materials checkouts:** Curbside contactless pickup only. Patrons may place requests via phone or email, allowing a minimum of 2 hours for staff to pull items and check them out to patron. Patrons will either make an appointment to pick up their items or call from the parking lot. Items will be brought out by staff wearing proper PPE, and patron ID will be verified through the vehicle window (or from a distance, if patron is on foot or traveling by bicycle). Bagged items will be placed in the vehicle trunk, if it can be opened remotely, or in through an open window by a vacant seat, with no personal contact. If patron is not in a car, we

will set the bag down and they can pick it up. If patron wishes to designate someone else to pick up their items, we need that person's name at time of request so that we can confirm identification at pickup. Hours would be determined based on the current circumstances at the time.

As an ongoing practice, staff will keep a written record of curbside and appointment schedules and any other customer contacts, identifying only patron card number. These records are internal only and to be referenced should contact tracing become necessary. Records will be destroyed after 60 days. Accounts will be created for anyone who does not have a card number, to preserve patron privacy.

## **RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.**

**Materials Returns:** No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

**Programs:** There will be no in-person programs scheduled at this time. Virtual programming may be available.

**Home Delivery:** The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.

**Shared Materials in the Library:** No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

## **Phase Two**

### **Criteria:**

1. The Stay at Home Order has been cancelled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.

3. Gatherings are limited to less than fifty people.
4. The library has access to the necessary materials to administer some critical services.
5. The library has access to enough staffing to run said services.

**Building Access:** Staff and patrons are allowed into the Library. Restrooms are open and patrons allowed access to the books with social distancing requirement still followed.

**Technology access:** Computers and fax/copy requests will be available for work or other essential services. All public workspaces will be disinfected between appointments.

**Materials checkouts:** Patrons can come into the building to find their own items. Social distancing will be required to remain safety.

## **RETURNS WILL NOT BE ACCEPTED VIA CURBSIDE SERVICE.**

**Materials Returns:** No in-person return of materials. All items must be returned via the drop box. Items from the drop box will be quarantined as appropriate in accordance with CDC and Library of Michigan recommendations. No late fees will be charged.

**MelCat:** Checked-in interlibrary loan items which have been held on site will be returned to the lending libraries as soon as possible once MelCat is up and running, likely during this phase.

**Programs:** There will be no in-person programs scheduled at this time. Virtual programming may be available.

**Home Delivery:** The Library Board is considering the implications and risks of Home Delivery but it is not available at this time.

**Shared Materials in the Library:** No shared items would be provided, excepting the possibility of public printers being used for critical services and by appointment.

### **Phase Three: Full-scale reopening**

#### **Criteria:**

1. The Stay at Home Order has been cancelled and regional, state and national health officials have cancelled current social distancing and gathering recommendations.
2. The library has access to the necessary materials to maintain high hygiene standards.
3. The library has access to enough staffing to run all of its core operations.

#### **Additional Preparations Required:**

- Restore computers that had been removed.
- Clear any backlog of quarantined items and return to conventional turnaround on shelving items.
- Restore full in person Library access on normal schedule.
- Determine how programs fit into the spectrum of services going forward and phase them in as appropriate.
- Restore interlibrary loan services.
- Determine ongoing procedures for curbside service.



## **Possible Scenario: Reopening followed by scaling down services or a second closure due to virus**

### **Criteria:**

1. The governor and/or regional and state health officials release a second order mandating social distancing or a stay at home order OR
2. The Library is unable to maintain the hygiene or staffing necessary to operate OR
3. A Library staff member or recent visitor with whom staff have had contact tests positive for COVID-19.

### **Services:**

- What services would be accessible would depend on the restrictions inherent to state and local recommendations. The Library could return to Phase 1 or 2, or revert to a full-scale closure as appropriate.

### **Additional items:**

1. The library staff would communicate ongoing changes in services to the public in a multitude of ways which may include social media, library website, community calendars, local newsletters, newspaper, Chamber of Commerce, and signs posted on the building.
2. For patrons who do not have a library card with us and do not wish to have one, we would assign a temporary number for internal use only as pandemic tracing documentation, to be destroyed after 60 days.



## PROJECT PROPOSAL

**DATE**

July 7, 2021

**PROJECT:**

Luther Public Library / Roof / NCH

**PRESENTED BY:**

Northern Castle Homes  
info@notherncastlehomes.com  
231.499.1646  
11406 E 8th Street  
Reed City, MI 49677

Dear Amy Shank,

Thank you for your patience while we put together your estimate.

Please find the estimate below along with the Project Specifications sheet which details the project in full. Please note that this estimate is valid for 15 business days. Before any build start, we require estimates be reviewed in order to check for any material increases or (hopefully!) decreases.

Please review and let us know your thoughts or if you have any questions at all.

We look forward to hearing from you and greatly appreciate your consideration for your project!

Sincerely,

**Mark Wanner & The NCH Team**

# Estimate

## 1400 Roofing

### 1420 Steel Roofing

Metal over shingles with double bubble underlayment and Exposed Fastener 40 year steel roofing with all necessary trims. Vented ridge and snow bars included.

Option #1 - Metal over shingle.

\$0.00

Option #2 - Shingle over shingle. Owens Corning Duration, architectural.

+\$1,547.55

Option #3 - Complete tear off.

+\$9,147.00

**Base Price**

**\$31,225.64**



License # 21-01-156517

7403 E 34 RD ~ Cadillac, MI 49601

Phone (231) 775-1111

Fax (231) 775-7569

VISIT US AT WWW.BIGELOWEXTERIORS.COM

ROOFING \* SIDING \* WINDOWS

\* GARAGE DOORS \*

LICENSED & INSURED

# PROPOSAL

Proposal Prepared for:	Work Site Address	115 STATE ST.	PROPOSAL #	10857
LUTHER AREA PUBLIC LIBRARY 115 STATE ST. LUTHER, MI. 49656	City State Zip	LUTHER, MI. 49656	Phone #	231-797-8006
	6/30/2021			

## BIGELOW "SERVING CADILLAC SINCE 1949"

We hereby propose to furnish the materials and perform the labor necessary for the completion of

CERTAINEED 5- STAR INTEGRITY ROOF SYSTEM. COVERAGE INCLUDES: ( NON PRO-RATED) LABOR-MATERIALS- TEAR OFF-DISPOSAL-FOR (30 YRS) AND (NON PRO-RATED) - WORKMANSHIP FOR (25 YRS) (PROVIDED BY CERTAINEED CORP)	0.00
BIGELOW EXTERIORS WILL PROVIDE MATERIAL AND LABOR TO COMPLETE PROJECT AS STATED.	0.00
SCOPE OF PROJECT AS FOLLOWS: COMPLETE BUILDING	0.00
SHELTER LANDSCAPING AND SIDEWALLS	0.00
REMOVE ALL ROOFING MATERIALS TO EXPOSE DECKING	0.00
NOTE: INSPECTION OF ROOF APPEARS TO HAVE ONE LAYER OF SHINGLES BUT IF ANY ADDITIONAL LAYERS ARE FOUND EXTRA COST OF \$50.00 PER SQ. ( 10'X10' ) AREA	0.00
REMOVAL OF SIDING TO ACCEPT PROPER FLASHING APPLICATION	0.00
REPLACE ANY DAMAGED MATERIAL AS NEEDED WITH NEW @ \$2.50 PER SQ. FT. X 1/2" SHT AND 4.00 PER SQ. FT. OF LUMBER	0.00
INSTALL CERTAINEED WINTER GUARD (ICE & WATER SHIELD) AT EVERY PENETRATION, VALLEY, EAVE SIDE, & RAKE EDGE TO EXCEED MICHIGAN CODE.	0.00
INSTALL CERTAINEED "ROOFERS SELECT" OR CERTAINEED SYNTHETIC BASE SHEET (FELT) TO REMAINDER OF EXPOSED DECKING	0.00
INSTALL NEW FLASHING WALLS AN ALL REQUIRED AREAS	0.00
INSTALL 29 GAUGE GALVANIZED STEEL DRIP-EDGE (CHOICE OF COLOR) 1 1/2" FACE	0.00
NOTE: GUTTER FASTENERS WILL PREVENT NEW DRIP EDGE INSTALL ONLY WHERE GUTTER IS EXISTING	0.00
INSTALL CERTAINEED "SWIFT START" SHINGLE STARTER	0.00
INSTALL CERTAINEED LANDMARK LIFETIME LIMITED WARRANTY SHINGLES (CHOICE OF COLOR)	0.00
INSTALL CERTAINEED (SHINGLE VENT II) RIDGE VENT OR CERTAINEED ROLL VENT	0.00
INSTALL CERTAINEED "HIP & RIDGE ACCESSORY CAP" RIDGE CAP (COINCIDING COLOR)	0.00
HAND SEAL ALL FLASHING AND VALLEYS WITH (EMBED EACH SHINGLE IN A 2" WIDE STRIP OF ASPHALT ROOFING CEMENT)	0.00
DISPOSE OF ALL JOB RELATED DEBRIS	0.00
PROJECT PRICE	0.00
NOTE: WE CAN LEAVE THE SOUTH EAST SECTION ONLY AND THE COST IS \$3,518.00 LESS PLEASE NOTE THAT COLOR MATCH MAY NOT BE EXACT TO EXISTING ROOF COLOR	21,970.00
	0.00

All material is guaranteed to be specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: Dollars \$ 21,970.00 with payments to made as follows TWENTY ONE THOUSAND NINE HUNDRED SEVENTY DOLLARS

Any alterations or deviations from specification involving extra cost will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. After completion of project there will be a service charge of 2 1/2% each week if balance not paid upon completion.

Respectfully Submitted *Ken Beasler*  
 PROTECT YOUR INVESTMENT BE SURE YOUR CONTRACTOR IS LICENSED AND FULLY INSURED GO TO WWW.MICHIGAN.GOV  
 Note ~ This proposal may be withdrawn by us if not accepted within 5 days.

### ACCEPTANCE OF PROPOSAL

Credential # BIGELOW27557

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. SIGNATURE \_\_\_\_\_ DATE *7/9/21*



