

Superiorland Library Cooperative
Special Meeting of the Board of Directors

March 25, 2020

A special meeting of the Superiorland Library Cooperative Board of Directors was held via Zoom online interactive video conferencing service. There was no physical public meeting site due to the Governor's Executive Order and members of the public were invited to access the meeting online using Zoom. The purpose of the meeting was to inform the Board about staffing changes due to the coronavirus disease 2019 (COVID-19) lock down and to amend the Administrative Policies to include an emergency check signing procedure.

ATTENDANCE: All attendees attended the meeting using Zoom conferencing service.

SLC BOARD MEMBERS PRESENT (*denotes voting member): Caroline Jordan*, Chair; Dwight Sunday*, Vice-Chair; Deb Friedman*, Secretary; Pat Cheski*, Brad Winnicki*, Barb Rice*, Patti Jahn*, Kim Nowack*, Cris Roll, Marion Luckey, and Shawn Andary, Director

SLC STAFF PRESENT: Pamela Malmsten (SLC), Recorder

LIBRARY DIRECTORS/STAFF/BOARD MEMBERS PRESENT: None

VOTING BOARD MEMBER ABSENT: Janet Wagner

CALL TO ORDER: The Chair, Caroline Jordan, called the meeting to order at 4:02 p.m. eastern.

APPROVAL OF THE AGENDA: Pat Cheski **moved that the agenda be accepted as presented.** The motion was seconded by Dwight Sunday, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

STAFFING CHANGES DURING COVID-19 LOCKDOWN: On Monday March 23, 2020, Michigan residents were notified of the Governor's Executive Order 2020-21 (COVID-19): temporary requirement to suspend activities that are not necessary to sustain life. Executive Order 2020-21 is effective from March 24, 2020 to April 13, 2020. The following is an excerpt from Executive Order 2020-21:

4. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations.
 - a. For purposes of this order, workers who are necessary to sustain or protect life are defined as "critical infrastructure workers," as described in sections 8 and 9.

- b. For purposes of this order, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Businesses and operations must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 pm.

Shawn reported that all SLC staff members are able to work at home. Pam and Shawn will take turns being in the office to conduct the minimum basic operations. Marion Luckey asked about the procedure for handling incoming mail. Shawn responded that only critical mail—such as checks and bills—are being handled immediately and that other items are being saved for later. It was also agreed that Pam and Shawn would carry a letter designating them as minimum essential staff.

AMENDMENT OF ADMINISTRATIVE POLICIES SECTION 3.1 TO INCLUDE AN EMERGENCY CHECK SIGNING PROCEDURE:

The following is an excerpt from the current Superiorland Library Cooperative Administrative Policies:

3. CHECKS ISSUED (adopted 15 March 1990)

- 3.1. Checks for over \$100 issued by the Superiorland Library Cooperative shall be signed by the Director and one Board member. The two signatures shall be required, except for the following: payroll checks, bank loan payments, utility payments, purchase of services and products when payment is demanded at the time of purchase.
- 3.2. Checks issued without two signatures shall be co-signed on the file copy, with the exception of payroll checks.

After discussion, it was agreed that Section 3.1 should be amended to add an emergency check signing provision.

Deb Friedman made **a motion that the following sentence be added at the end of Section 3.1 of the Administrative Policies: “In the event of a stay-at-home order, lockdown, or other emergency situation, it is permissible for the Assistant Director for Finance to sign checks in lieu of the Board member.”** The motion was seconded by Brad Winnicki, unanimously approved, and carried.

PUBLIC PARTICIPATION: There was no public participation.

ADJOURNMENT: There being no further business, the Chair declared the meeting adjourned at 4:22 p.m. eastern.

Respectfully submitted,

Deb Friedman, Secretary

Pamela Malmsten, Recorder