

**MILFORD TOWNSHIP LIBRARY BOARD**  
**Minutes of Regular Meeting**  
**Tuesday, January 26, 2021 7:00 p.m.**  
**Via Zoom**

**Members Present:** Keef, Harris, Clemens, Gramlich, Weeks, and McMunn. Also present, Director Hatch. Board member roll call with location of remote access: Jan Keef - Milford, Barbara Harris - Milford, Judy Clemens - Milford, Donna Gramlich - Milford, Megan Weeks - Milford, Marianne McMunn - Milford.

1. **Call to Order:** President Keef called the meeting to order at 7:00 p.m.
2. **Consent Agenda:** Clemens moved to approve the Consent Agenda, Gramlich seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.
3. **Approval of Agenda:** McMunn moved to approve the Agenda. Harris seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.
4. **Call to Public:** None
5. **Unfinished Business:**
  - 5.1 Reopening Status: Director Tina Hatch shared re-opening status is at Stage 5 presently. Patrons are invited to browse Library 30 minutes or less, 4 computers are open in order to keep social distance for 30 minute usage. With a 30% occupancy limit now, the Library is not close to this capacity. Most area Libraries are similar.

Staff continues to receive compliments from patrons on programming available during the pandemic.

TLN offers a spreadsheet that updates Libraries in the system as to status and activities which provides helpful comparisons.

One staff member has been quarantining after a potential exposure to Covid-19. Rapid test was negative and now awaiting the results of a regular test.

Director Hatch explained that the Coronavirus Family Leave Act that provided a full time employee with 80 hours of paid leave or a part time employee with 2 weeks of normal hours paid sick leave has expired. The Board discussed the possibility of a policy to give staff paid sick leave. Director Hatch will speak with Library attorney about creating a policy for 80 hours of paid sick leave which the

Board will discuss further at a later meeting.

**6. New Business:**

6.1 Annual Meeting:

Clemens made a motion to accept Annual Meeting business 6.1.1, 6.1.2, 6.1.3. Harris seconded. This includes approving the current slate of officers for 2021, approving the 2021 schedule of meetings and approving the 2021 schedule of closed dates. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.2 Budget Adjustment 4 of 2020:

Director Hatch presented budget adjustment #4 for fiscal year ending December 2020. Harris made a motion to accept budget adjustment #4 for fiscal year ending December 2020. Seconded by Weeks. Motion discussed and voted upon. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.3 Vacation Carry Over:

Director Hatch explained how the circumstances of Covid have made an impact on staff taking planned vacation days during 2020. Clemens moved that we make adjustments so that staff may carry over up to 10 unused vacation days from 2020 into 2021. McMunn seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried.

6.4 Open Forum:

Director Hatch expressed gratitude from staff for the Board's support during Covid-19 pandemic.

**7. Communications:** None.

**8. Adjournment:** Harris moved to adjourn. Clemens seconded. Harris - yes, Gramlich - yes, Weeks - yes, Clemens - yes, McMunn - yes. Motion carried. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Marianne McMunn  
Secretary