



Call to Order: Supervisor Walls called the May 15, 2018 Meeting of the Springfield Township Board and Springfield Township Library Board to order at 6:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
David Hopper	Township Trustee
Dennis Vallad	Township Trustee

Board Members Absent

Judy Hensler	Township Trustee
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Library Board Members Present

Kristine Bower	Chairperson
Kathleen Rollins	Secretary
Mary Bell	Board member
Ruth A. Gruber	Board member
Sandra Marohn	Board member
Joan Rusch	Board member

Others present:

Cathy Forst, Library Director
Mike Forst, Property Manager

New Business:

1. Introduction and discussion of general goals of joint meetings

Clerk Moreau stated that during a priority meeting that the Board had in September, the Board looked at priorities and many of the ideas ended up getting incorporated into a draft Strategic Plan. Treasurer Dubre suggested meetings with all Boards and Commissions at least once a year and it was supported by the Board. This is the Board's chance to formally be in contact with the Library Board and they are hoping that it opens up communication.

Ms. Rollins commented that their agreement says that they will meet twice a year.



Treasurer Dubre stated that the boards should meet minimally once a year to discuss items unless there is a problem or issues to discuss that would prompt them to meet more frequently.

Clerk Moreau asked the Library Board members if there was a time of year that would make more sense to meet regarding their budget planning.

Library Board members replied no, May6 seems to be fine.

Director Forst stated that this time of year is as good as any.

Library Board agreed with one meeting in May with option to request additional meetings, as needed.

2. Abuse Policy discussion

Ms. Forst asked if Supervisor Walls has heard from the insurance company.

Supervisor Walls replied that he received communication from the company yesterday. Supervisor Walls summarized the items in the draft policy that received comments from the insurance company. The company will expect that all employees have background checks preferably annually, but at least every 3-5 years. According to the insurance company there can be no one-on-one or no closed door sessions without cameras and we will need to have sign in and sign out. He has not clarified this yet but he commented that it is probably one-on-one in situations that someone may object to what is being done; for example, an employee reprimand. One-on-one with a youngster, would be forbidden.

Library Board members asked how this works if someone is tutoring one other person.

Supervisor Walls replied that the only tutoring he has seen is out in the library, if it was behind closed doors, it could be a problem.

Director Forst replied that they have tutors come in who are not employees and not volunteers.

Supervisor Walls replied that they still need to be concerned about that. This is still our facility and if they are meeting in the small room with the doors closed, that could be a problem.

Ms. Rusch commented that the reason behind the closed door is so people can talk without disturbing anyone else.



Supervisor Walls replied that according to the insurance company, this could be also if you are dealing with a discharging an employee. You should have someone else present.

Ms. Rusch responded that she does not see anything wrong with requiring people to sign in to use the tutoring room.

Library Board members asked if book sale volunteers would need background checks.

Supervisor Walls replied yes. All of the Parks' coaches are background checked.

Director Forst asked if they would contract with the company to do the background checks.

Supervisor Walls replied that Erin Mattice in his office does all of them for the Township.

Ms. Rollins asked about the one on one situation like a disgruntled employee, is his recommendation that someone else is there?

Supervisor Walls replied that he has been in situations where there is a second person there.

Ms. Rollins asked if another library board member should be with the Director in that situation.

Treasurer Dubre commented that if they knew the situation was coming up, they could also ask someone from downstairs and then that person would not be directly involved.

Supervisor Walls commented that as the other person, their responsibility would be to take brief notes and put them in the file.

Ms. Bower member asked about the employees from Kohls that act as volunteers.

Supervisor Walls suggested that they ask Kohls.

Director Forst asked for the list that Supervisor Walls got from the insurance company.

Supervisor Walls answered yes.

Supervisor Walls stated that the Township Board already adopted a draft policy and they did so knowing it was going to change. Selective Insurance Company forgot to exclude the Abuse portion of the policy and because they did not exclude it, they are covering the Township this year without separate policy as a part of the general liability. The Township



has until the end of 2018 to finalize a policy. As of 2019, a separate rider or premium will be necessary for the abuse portion of the insurance.

Library Board members asked about the definition of volunteer.

Supervisor Walls responded, anyone that helps that does not get paid; they should use the broadest definition.

Mr. Forst asked about contractors.

Supervisor Walls answered yes. It is a portion of liability if that contractors is here working for us and gets involved in something.

Library Board members asked about the background check being irrelevant in the involvement of a sexual harassment case.

Treasurer Dubre answered that there could be additional concerns.

Board members discussed different offenses that would come up and how they should be addressed as individual cases.

Supervisor Walls stated that they are doing background checks on new hires and driving checks on all current and new.

Board members discussed the Abuse Policy and background checks.

3. Safety Committee & MIOSHA update

Supervisor Walls provided an update regarding the recent visit to the Township by MIOSHA, their report and findings, the formation of a Safety Committee, training opportunities and next steps for the Township and Committee. He also commented on budgetary concerns from the Committee and various repairs and updating that are needed throughout the Township. He added the staff training held today involved fire extinguisher training and fire, tornado and severe weather response.

4. Civic Center – shared expenses and use of Civic Center Capital funds

Clerk Moreau suggested starting with a discussion of what the Civic Center Capital funds are intended for.



Supervisor Walls replied major expenditures like the roof, compressors, phone systems; that level of repair would be paid from the Capitol fund.

Treasurer Dubre stated that the Board has the discussion at the time that the expenditure is made as to whether or not it would come out of these funds. Sometimes the General Fund is not able to take care of the expenditure. It is all taxpayer dollars.

Director Forst asked if there were any future expenditures coming out of this fund, building-wise.

Property Manager, Forst noted that there will be sidewalk repairs and major parking lot repairs in the next three years. Some of the heating and cooling items are obsolete and they are in the process of ordering two new controllers.

Treasurer Dubre stated that it is amazing that this building is 20 years old because it doesn't look like it and she thanked Mr. Forst.

Board members discussed the material wear and tear on the building.

Treasurer Dubre stated that the all of the money that they bill out like rents, go back into the Civic Center fund for the specific purpose of knowing it is a nest egg for this building. The expenses are paid out of the unallocated General Fund. Nothing is paid directly out of this fund unless it is a larger expense and the Board authorized it.

Director Forst asked if the bond was almost paid.

Treasurer Dubre answered yes, another couple of years.

5. Discussion of general goals and priorities

Supervisor Walls stated that a goal of Parks that will be of interest to the Library would be to improve the Storybook Trail. Handouts were provided. Supervisor Walls stated that the Township Board idea was to pave it but this can be problematic because of the two slopes. Another option is to get rid of the large limestone chunks and install a much finer stone so it is a more compact surface. It is difficult to walk on currently. He attempted to contact a local contractor for other material suggestions but he has not heard back from him. He pointed out an additional area next to the parking lot which would create more of a loop. Mike Losey, Natural Resource Manager, put together a Natural Resource Management Plan for the three major meadow areas around the Civic Center. He suggested that they make the area up front more user friendly by connecting another loop that could go through there.



Library Board members agreed.

Clerk Moreau stated that it was suggested that they put up a sign that says, "Prairie Restoration in Progress" so patrons are aware.

Board members explained that they originally had these signs and they were taken down because of the negative comments.

Supervisor Walls stated that they need to upgrade the plant material so it goes back to three seasons of color and is easier to manage.

Clerk Moreau stated that the Board also identified a priority to complete the paths that link the Civic Center, through downtown to Hart Community Center.

Supervisor Walls encouraged members to walk the unpaved trails.

6. Other items as unanimously agreed

Clerk Moreau informed the Board members that she and Director Forst have been working on some historical recordings and presentations.

Director Forst added that she would like to do more research on Andersonville Cemetery.

Clerk Moreau stated that Andersonville Cemetery is transitioning into the care of the Township.

Clerk Moreau stated that she would keep the joint meeting on her planning calendar for every May.

Director Forst updated the Board members on activities and programs that the Library is involved in.

Adjourned: 7:03 pm

Collin W. Walls, Supervisor

Laura Moreau, Clerk