

**CITY OF NOVI LIBRARY BOARD  
MINUTES, VIRTUAL MEETING  
January 28, 2021**

**1. Call to Order**

The meeting was held virtually with assistance from the City of Novi. The meeting was called to order by Melissa Agosta, President, at 7:00 p.m.

**2. Roll Call by Secretary, Torry Yu  
**Library Board****

Melissa Agosta, President  
Kat Dooley, Vice President  
Bill Lawler, Board Member  
Craig Messerknecht, Board Member  
Tara Michener, Board Member  
Geoffrey Wood, Treasurer  
Torry Yu, Secretary

**Student Representatives**

Sarah Chang (left virtual meeting at 7:14 pm)  
Tarun Tangirala (left virtual meeting at 7:14 pm)

**Library Staff**

Julie Farkas, Director  
Barbara Cook, Bookkeeper

**3. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**4. Approval and Overview of Agenda**

A motion was made to approve the Overview of the Agenda.

1<sup>st</sup> – Kat Dooley

2<sup>nd</sup> – Craig Messerknecht

The motion passed unanimously.

**5. Consent Agenda**

**A. Approval of Regular Meeting Minutes –December 16, 2020**

On page 7, of the December 16, 2020 minutes, the second paragraph under item B. was changed from “B published” authors to now read, to be published authors. A motion was made to approve the regular meeting minutes from December 16, 2020 as amended.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**B. Approval of Budget Session Meeting Minutes – January 7, 2021**

A motion was made to approve the budget session minutes from January 7, 2021.

1<sup>st</sup> – Bill Lawler

2<sup>nd</sup> – Torry Yu

The motion passed unanimously.

**C. Approval of Budget Session Meeting Minutes – January 21, 2021**

A motion was made to approve the budget session minutes from January 21, 2021.

1<sup>st</sup>- Bill Lawler

2<sup>nd</sup>- Torry Yu

The motion passed unanimously.

**D. Approval of Claims and Warrants (#598) for Accounts 268 and 269**

A motion was made to approve the claims and warrants 598 and 599 for accounts 268 and 269.

1<sup>st</sup>- Bill Lawler

2<sup>nd</sup>- Torry Yu

The motion passed unanimously.

**6. Correspondence**

- A. 12/16/20: Email from Sharon Trumpy Re: Library Role in Anti-racism
- B. 01/21/21: Email from Doreen Poupard to Gail Anderson and Julie Farkas. Re: MLK Unity event.
- C. 01/18/21: Email from Pastor Eric Stenson to Gail Anderson. Re: MLK Unity event.
- D. 01/18/21: Email from Priya Gulumurthy to Gail Anderson and Julie Farkas. Re: MLK Unity event.

**7. Presentation/Special Guest**

- A. N/A

**8. Student Representatives Report**

- A. The Student Representatives report for December, 2020 can be found on page 38 of the January Board packet. Novi Library continues to offer virtual programs in February, 2021. Due to COVID, the student representatives were asked to continue their roll on the Board through the end of the school year. Director Farkas will confirm their new end date.

**9. Executive Session (Closed session requested by Director Farkas)**

- A. Mid-year review for Library Director, Julie Farkas  
The Library Board motioned to move into closed executive session to discuss the Director's Mid-year review.

1<sup>st</sup>- Kat Dooley

2<sup>nd</sup>- Torry Yu

A roll call vote to move to closed executive session was taken by Secretary, Torry Yu. All 7 trustees at the virtual meeting voted yes. The closed session began at 7:14 pm and adjourned at 7:27 pm. No action was taken during closed executive session.

**10. President's Report (Melissa Agosta, President)**

- A. 2019-2022 Strategic Planning Goals
  - On page 39 of the January Board packet
- B. 2020-2021 Goals Document as of January 2021
  - On pages 40-49 of the January Board packet

## **11. Treasurer's Report (Geoffrey Wood)**

### **A. Financial Report December 2020**

The December 2020 financial report can be found on page 50 of the January Board packet.

### **B. 2020-2021 Library Budget Fund 268**

The 2020-2021 Library Fund 268 Budget can be found on pages 51-53 of the January 28, 2021 Library Board packet.

- The 2020-2021 Library Fund 268 budget (COVID column) calls for revenue of \$3,124,300 with expenditures of \$3,221,824 consuming \$97,524 of the fund balance.

### **C. 2020-2021 Library Budget Fund 269**

2020-2021 Library Contributed Fund 269 Budget can be found on page 54 of the January 28, 2021 Library Board packet.

- The 2020-2021 Library Contributed Fund 269 budget (COVID column) calls for revenue of \$46,500 and expenditures of \$51,050 consuming \$4,550 of the fund balance.

### **D. Library Fund 268 Expenditure & Revenue Report ending December 31, 2020**

The Library Fund 268 Revenue and Expenditure Report can be found on pages 55-57 of the January 28, 2021 Library Board packet.

- Revenue ending December 31, 2020 was \$3,098,270
- Expenditures ending December 31, 2020 was \$1,333,923

### **E. Library Fund 269 Contributed Fund Expenditure & Revenue Report ending December 31, 2020**

The Contributed Fund 269 Revenue and Expenditure Report can be found on page 58 of the January 28, 2021 Library Board packet.

- Revenue ending December 31, 2020 was \$13,720.
- Expenditures ending December 31, 2020 was \$5,741.

### **F. Balance Sheets for Funds 268 and 269 as of December 31, 2020**

The Balance Sheet for Fund 268 and 269 as of December 31, 2020 can be found on pages 59-60 of the January 28, 2021 Library Board packet.

- Ending Fund Balance for Fund 268 as of December 31, 2020 was \$4,046,714.93
- Ending Fund Balance for Fund 269 as of December 31, 2020 was \$1,714,958.31

### **G. 2021-2022 Proposed Budget for 268 & 269 as of January 28, 2021**

The Proposed Budget for 268 & 269 can be found on pages 61-64 of the January 28, 2021 Library Board packet.

### **H. 2019-2020 Annual Report**

The 2019-2020 Annual Report can be found on pages 65-66 of the January 28, 2021 Annual Report.

## **12. Director's Report**

The Director's Report can be found on pages 67-118 of the January 28, 2021 Library Board packet.

Staff members celebrating anniversaries for February are:

- Eva Sabolcik – Support Services – 5 years
- April Stevenson – Information Services– 10 years
- Tia Marie Sanders – Facilities – 11 years
- Steve Kays- Support Services – 2 years
- Colleen Kingsbury – Support Services – 2 years
- Kim Swejkoski – Support Services – 2 years

### **Directors Report Summary**

- On page 67 is a sales report from Evol Gazzarto, Café Manager, comparing 2019 to 2020 sales.
- On page 68 are the bids received for the air duct cleaning.
- On pages 69-78 is the draft for the Guest Behavior Policy that will be discussed under 15. Matters for Board Action.

- On pages 79-80 is a press release from the Library Network announcing a record breaking one million digital book checkouts in 2020. Novi Library is mentioned in the press release.
- On pages 81-82 is a COVID update on gathering from the MDHHS.
- On pages 83-84 are the monitoring numbers for the daily use of the building.
- On pages 85-91 is the Library's January e-Newsletter
- On pages 92-94 is the peachjar library upcoming events that is sent via email through the Novi community schools.
- The library is partnering with the City of Novi on The Civility Project. Information on this project is provided on page 95. Director Farkas invites all Board members to take part in this session.

**A. Information Technology Report**

The Information Technology Report, provided by Barb Rutkowski, can be found on page 96 of the January 28, 2021 Library Board packet. The report includes a photo of a sublimation puzzle made in the iCube, preparing for the Grab & Go craft. The iCube is available by appointment only.

**B. Facilities Report**

The October, November and December Facilities Report, provided by Keith Perfect, can be found on pages 96-99 of the January 28, 2021 Library Board packet.

**C. Information Services Report**

The Information Services Report prepared by April Stevenson is found on pages 99-103. On page 100 are the statistics for Raising a Reader, even with it being virtual children are taking a part of this great program. On page 101 is a photo of lobby book tables that were set up to accommodate guests when they were unable to enter the library. On page 102 are social media statistics. On Page 103 is a photo of a Be Active Bag introduced by the 4<sup>th</sup> grade Technobots#26827. The Technobots team partnered with the Novi Library to bring Be Active Bags to the community, beginning this February.

**D. Support Service Report**

The Support Services report prepared by Maryann Zurmuehlen is found on pages 104-105. On page 105 are photos of the shell for the Lending Library kiosk, which will be located at Lakeshore Park. Director Farkas sends a big thank you to the Novi parks and recreations department for the opportunity to bring the kiosk into the park to connect with the community in the North End. Trustee Yu inquired about signage to notify the community what the shell is for. Director Farkas said information was submitted in Engage and other avenues, such as eNewsletter. Also, Postcards will be mailed to homes informing the community about the kiosk. In the meantime Director Farkas will look into adding a poster to the inside of the shell to inform the community that the kiosk is coming.

**E. Library Usage Statistics**

The Library usage statistics update is included on pages 106-114.

**F. Friends of Novi Library-FOML Update, COVID Grant & January 2021 E-newsletter**

Tia Marie Sanders and Dana Brataniec provided Sue Johnson with information to apply for the Oakland County Grant. On page 115 is information about the \$10,000 grant money that the Friends received from Oakland County. Director Farkas announced to the Board that Sue Johnson, the Friends of Novi Library President has accepted a Vice-President position with the Friends of Michigan Libraries. On page 116 is the Friends of Novi Library January newsletter.

**G. City of Novi Historical Commission- Agenda January 20, 2021; Agenda December 16, 2020**

On pages 117-118 are the December 16, 2020 and the January 20, 2021 agenda.

**Question/Answer/Comment Section**

The Library Board Calendar is on page 119.

Trustee Messerknecht inquired about the transition from the COVID approach of automatic renewals and no late fees to once again imposing fines in the future. Director Farkas acknowledged that is a great question and she will communicate with guests early on to prepare them for the date when the library is planning to collect fines, in the future. This future date will coincide with more relaxed quarantine rules.

**13. Committee Reports**

**A. Policy Committee: Review current public policies for the Library**

(Michener-Chair, Agosta, Staff Liaison- Julie Farkas)

- Staff Committee consists of: Julie Farkas, Barb Rutkowski, Maryann Zurmuehlen, Betty Lang, Keith Perfect, Dana Brataniec and Hillary Hentschel.
- Committee met on January 13, 2021 to review a 1<sup>st</sup> draft of the Guest Behavior Policy. The staff committee has also reviewed the draft and a subsequent draft was sent to the Policy Committee for further review as of January 20, 2021. A first draft of the Guest Behavior Policy is included in the Directors Report.
  - Trustee Michener asked the Board to review the Guest Behavior Policy found on pages 69-76. She read aloud item 3 on the bottom of page 70 regarding abusive or threatening language and she noted other changes in the policy. Trustee Michener thanked everyone on the Policy Committee, and the staff for their work and thoroughness. Director Farkas also thanked the committee and added that the full committee was not able to respond in time for this meeting. However, she does not believe there will be any major changes. Director Farkas asked to wait until next month to view a cleaner copy of the policy. Trustee Michener would still like to put it for vote tonight, if only grammatical changes are expected, since the community has been waiting for this document.

**B. HR Committee: HR Policies, Director Review & Goals, Salary Study**

(Agosta – Chair, Wood, Dooley, Staff Liaison – TBD)

- Committee consists of: Julie Farkas, HR Manager (open position), Lindsay Gojcaj, and Kirsten Malzahn.
- HR Policy staff review has been suspended until a new HR manager is hired.
- HR Manager posting closed on September 8, 2020. 83 applications were received for the position. Interviews took place in October (by zoom and in-person), unfortunately, the position was not filled. Another round of candidates (14 people) are being considered at this time. Deadline for the candidates is December 16, 2020.
- As of December 16, 2020: Out of 14 possible candidates, 5 responded (3 not interested in interview due to job placement and 2 accepting an interview, 9 candidates no response). Zoom interviews with 2 candidates took place on Friday, January 8, 2021. Both candidates were invited for 2<sup>nd</sup> interviews which were scheduled for Wednesday, January 20, 2021. Both candidates contacted Director Farkas less than 24 hours before interview and had to cancel due to personal conflicts. Candidates have been offered an opportunity to reschedule. A date has not been determined.

**C. Finance Committee: Financial plan based on building assessment review, Library endowment investigation**

(Wood – Chair, Messerknecht, Lawler, Staff Liaison -Julie Farkas & Barbara Cook)

- State Aid and DSLRT Submissions – DSLRT report filed. State Aid report is almost completed. Waiting on couple questions to be answered by the Library of Michigan before submission. Deadline for State Aid report filing is February 1, 2021.
  - Update: State Aid has been filed.
- 20/21 268 & 269 Yr. End Budgets to be approved under 15. Matters for Board Action.
- 21/22 268 & 269 Proposed Budgets to be approved under 15. Matters for Board Action.

**D. Events/Marketing/Fundraising Committee: Outreach opportunities**

(Yu– Chair, Michener, Dooley, Staff Liaison -Julie Farkas)

1. Library/ Community Events attended by Library Board Members in the last month:
  - Trustee Michener attended MLK Unity event. Trustee Michener said the Library's virtual event highlighted MLK's memory, showed diversity in action and included every age group. Director Farkas thanked Gail Anderson for hosting and organizing this great event and mentioned that the video is still available to the community for viewing. Trustee Yu was able to view the video and enjoyed it.

**E. Strategic Planning Committee: Annual review of current plan**

(Dooley – Chair, Yu, Staff Liaison – Julie Farkas)

- No updates

**F. Building/Landscape Committee: Entrance project**

(Messerknecht – Chair, Lawler, Wood, Staff Liaison – Julie Farkas)

- Lending Library Kiosk- Projected time for implementing and unveiling of the kiosk is May 2021 due to COVID.
- Air Duct Cleaning RFP – 5 bids submitted on Wednesday, January 6, 2021. See bid information under Director's report. Contract signing is scheduled for Thursday, January 28, 2021.
- Library Café-Information was shared with the Finance Committee to consider not charging the Café vendor rent for January – June 2021 due to COVID and the very limited hours and closures that have occurred over the past 6 months. There is a motion for Board Action under item 15 D on this agenda 1/28/2021.

**G. Bylaw Committee: Review Library Board Bylaws**

(Lawler – Chair, Agosta, Staff Liaison – Julie Farkas)

- Committee received a 1<sup>st</sup> draft to review changes/edits in January
  - Update: Committee is looking to schedule a meeting for next week to finalize their proposals, then it will be presented to the Board.

**H. Diversity, Equity and Inclusion Committee**

(Michener – Chair, Dooley, Staff Liaison – Julie Farkas, April Stevenson, Barb Rutkowski, Maryann Zurmuehlen, Gail Anderson, Dana Brataniec, Tia Marie Sanders)

- Committee meeting held on Tuesday, January 12, 2021. Projects discussed: Racial Day of Healing (kick-off on January 19, 2021 – February 28, 2021), Partnership with Northville District Library to host author Debby Irving (February 4, 2021), Civility Project w/City of Novi (March 2, 2021).
  - Update: Debby Irving's book is titled, "Waking up White". Trustee Michener added that Northville Library contacted the Novi Library for this partnership and

added that it is nice to be recognized as partners in conversations on race and similar dialogue.

- Trustee Dooley and Tia Marie Sanders are working on a staff survey which will be shared with the HR Committee for review.
- Gail Anderson is preparing for the MLK Unity event planned for Monday, January 18, 2021 at 11 am as well as a Step Show program and ideas for a media program.
- Trustee Michener offered the idea for the committee to read one book together, Julie Farkas suggested Uncomfortable Conversations with a Black Man by Emmanuel Acho. April will check on copies for the members to borrow.
  - Update: The DEI committee is interested in reading this book together and will share thoughts and insights.
- There was a conversation about suggesting a DEI fund in the 269 account for budget purposes for 21/22.
  - Update: This fund was established in the 269 budget.
- Dana Brataniec announced the DEI webpage has launched.
- April continues her work with her staff on diverse collection building and evaluation as well as providing resources for young people when dealing with difficult times based on what they may be seeing in the news.
- Projects still to consider: partnerships with PAASN and other Novi organizations, Culture Walk-through, Macy's donation suggested by Tia Marie.
- Julie has reached out to Interfaith Council for Peace and Justice to discuss Bystander Intervention training for the Library staff. The school district is also planning similar training.

President Agosta noticed that there is only one Public Comment opportunity. Director Farkas will investigate if this was changed due to COVID and the introduction of virtual meetings

#### **14. Public Comment**

Jason Michener, 49568 Harrier Place, Novi MI. Jason stated that he is the husband of Tara Michener. Jason is very excited that the Board is voting on the updated policies addressing not allowing the use of hate speech in the library. This is very big for him, his family and for many others in the community whom he has spoken to. He really appreciates the Board taking action, stating it was long coming, but at least finally here. He is very anxious to see how the Board will vote tonight and he is hoping the changes will be approved. He thanked the Board for their time.

#### **15. Matters for Board Action**

##### **A. Approve 2020-2021 Year End Budgets for 268 & 269.**

President Agosta read the 20/21 budgeted year end revenue amount of \$3,123,886.24, expenditure amount of \$3,167,504.94 potentially consuming \$43,618.70 of the fund balance. Which is a reduction of fund usage from the previously approved 20/21 budget.

A motion was made to approve the 2020-2021, COVID- Year End Budgets for 268 & 269

1<sup>st</sup>- Tara Michener

2<sup>nd</sup>- Kat Dooley

The motion passed unanimously.

##### **B. Approve 2021-2022 268 Proposed Budget.**

President Agosta read the 21/22 budgeted revenue amount of \$3,244,172, expenditure amount of \$3,409,700 potentially consuming \$165,528 of the fund balance.

A motion was made to approve the 2021-2022 268 Proposed Budget.

1<sup>st</sup>- Geoffrey Wood

2<sup>nd</sup>- Tara Michener

The motion passed unanimously.

**C. Approve 2021-2022 269 Proposed Budget.**

President Agosta read the 21/22 budgeted revenue amount of \$47,500, expenditure amount of \$58,400 potentially consuming \$10,900 of the fund balance.

A motion was made to approve the 2021-2022 269 Proposed Budget.

1<sup>st</sup>- Geoffrey Wood

2<sup>nd</sup>- Kat Dooley

The motion passed unanimously

**D. Approve to forgo the cost of lease payment to NCSD for the Library café for the remainder of budget year January 1, 2021 – June 30, 2021 due to COVID closure and loss of sales, with reserving the right to re-evaluate if more aid is needed after the new budget year begins July 1, 2021.**

Trustee Michener appreciates the opportunity to think on it and the information included in the packet. She revisited the recent budget meetings and discussions to cut important things. She mentioned that this year hit everyone hard, collectively and does not feel it would be fiscally conservative to approve.

Trustee Dooley mentioned the board approved the budget going forward without taking any big cuts and feels they are gaining more. Additionally, she feels the café is a big asset to the community especially with the partnership with the school. She feels that allowing the café to forgo the remaining \$2,500 is appropriate, to not risk losing the amenities they provide to the community.

Trustee Wood said with the Boards focus on DEI it would be short-sighted not to support this. The café hires the transition students, offering them work opportunities and this is a very important relationship to foster.

Trustee Messerknecht agrees with what Trustee's Dooley and Wood said. The café is an important part of the library and would hate to put it at risk over a relatively minor amount of money and he feels it has a lot of payback beyond just the monetary amount that the library gets from it.

Trustee Yu mentioned he voted no on it last meeting and appreciates the café sales revenue report (included in this Board packet) as it puts in perspective how the café was affected by the closure. He will support this.

Trustee Lawler also supports not charging the café (rent) for this period. He explained it is hard to put a value on goodwill, but he feels besides the revenue the café generated once and will generate again, it also generates a lot of goodwill for the library and the community. He tries to find savings where possible, but finds this one to be a little bit short sided and is in favor of granting the forbearance.

Trustee Michener wanted to ask a question. Trustee Agosta pointed out that she had not had her own turn to speak about the café, yet.

Trustee Agosta commented what the café brings is much more than just a rent payment. Trustee Agosta added that they bring so much more than coffee and food and is in favor of supporting this.



Trustee Michener asked to be respectful to each other. Trustee Agosta said yes, and added that she didn't see Trustee Michener's hand go up and Trustee Agosta apologized if she missed Trustee Michener's hand and Trustee Agosta wanted her time to speak. Trustee Michener said she did not want to take anyone's time to speak and just had a question. Trustee Michener then asked her question to Director Farkas, inquiring if the café asked for the forbearance. Director Farkas said it is something she is offering to the cafe, knowing they are struggling.

A motion was made to approve to forgo the cost of lease payment to NCSD for the Library café for the remainder of budget year January 1, 2021 – June 30, 2021 due to COVID closure and loss of sales, with reserving the right to re-evaluate if more aid is needed after the new budget year begins July 1, 2021.

1<sup>st</sup>- Kat Dooley

2<sup>nd</sup>-Craig Messerknecht

The motion passed unanimously

**E. Guest Behavior Policy – 1<sup>st</sup> draft**

Trustee Agosta said she personally likes everything in the policy. Trustee Michener and her agreed on everything, however she feels there is a lot of red ink in the policy. She asked Director Farkas for clarification. Director Farkas said red ink indicates things already in the policy before but are reconfigured and better language was added. The yellow highlights were added from other policies, attorney review and new information. Director Farkas added this is a major policy the staff refers to when it comes to behavior and use of the library. Trustee Agosta is more comfortable with another set of eyes reviewing the policy, prior to approving. Also, she said this document is a first draft and it should be reviewed to make sure nothing was missed or misunderstood.

Trustee Wood's first question was answered, that the legal review was complete. His second question inquired who from the library staff has weighed in on this. Director Farkas said under Policy committee is a list of staff members who have reviewed the policy. Although she has not received an email back from everyone. Trustee Wood is not overly concern with approving tonight after hearing how many have reviewed it and is okay with going along with what the Board decides.

Trustee Michener said there have been a lot of changes (to the policy) but they have been waiting on this policy for a very long time; over a year. Adding there was a lot of work put into the policy and it was not a quick thing. If you refer to the minutes, Trustee Michener said she has referred to the need for a hate clause, a lot. She said when thinking in terms of the DEI committee and not having this passed (the hate clause) tonight would be a disservice to the community. She would even be okay with the Board approving just the hate clause tonight and taking time to review the remainder of the document at a later time. Adding that the Country cannot go another day not having a clause that protects against hate. Also, stating there is a need for things to be in writing when it comes to protection of people.

Director Farkas added a point of clarification, this one policy has not been a year in the making. The whole, entire policy manual has been worked on for a year. The Library has not been sitting on this one policy for one year. Trustee Michener said if she remembered correctly this one has been about 7 months and either way it is still long. She mentioned she has asked about it (hate clause) quite a bit in past minutes. Trustee Agosta intervened and said Trustee Michener thank you but we do not have to argue that point. Trustee Michener said that is not appropriate to Trustee Agosta. Trustee Michener said please don't yell at me and Trustee Agosta said she is not raising her voice and asked Trustee Michener to please stop arguing. Trustee Michener said it is

hostile and disrespectful and she has a right to speak. Trustee Michener wants it added to the minutes that she is complaining of the president being hostile to her and said it has happened more than once tonight. Trustee Michener added she has never had anyone disrespect her like this in a public meeting. Trustee Agosta said she just asked Trustee Michener to please stop arguing with Director Farkas so the Board could move on with the discussion. Trustee Michener said she was not arguing with Director Farkas. Trustee Michener said she is just trying to respond to Trustee Agosta and Trustee Agosta said she is not looking to argue. Trustee Michener said she was timed and told she could not talk. She has never had this happen. Trustee Michener said she was the president before and would have never done this to someone. She said she is a professional and educated woman and reads the OMA a lot and what Trustee Agosta is doing is a violation. She wants president Agosta to know that. Trustee Agosta asked if Trustee Michener has any additional feedback about the document in front of the Board this evening. Trustee Michener said she is glad the meeting is being recorded. She does have feedback she said she was trying to give when she was yelled at. Trustee Michener said a lot of people put a lot of time into this (policy) and she was clarifying it has taken a long time for this and it has not been a quick process and it is important for the Board who is about to vote to know that. Additionally, Trustee Michener wanted the staff to be acknowledged and she does not want hate to go on another day. Hate is a bad thing and she thinks the clause should be approved tonight. She stands by that, hate is bad. Trustee Michener said people should be civil and that it feels bad to be discriminated against.

Trustee Dooley thanked the committee and the staff for all the hard work. She mentioned that a lot of changes have been made throughout the document and in this specific section. She said that someone can tell a lot of thought and care has been put into the document, to protect the staff and also the Library guests. Trustee Dooley asked for confirmation by Director Farkas that the document has already been reviewed by a majority of the staff, by an attorney, and does Director Farkas have any concerns of anything missing so that the Board could move forward with the approval this evening. Director Farkas clarified it has not been reviewed by a majority of the staff, just by the staff members on the policy committee and it has been reviewed by the attorney. Director Farkas added that this is a policy that continually moves and breathes. Regardless, Director Farkas would clean up the document after approval, intent would not change just grammatical changes. Director Farkas would bring back a second draft in February. Trustee Dooley said then we are making a motion to approve the first draft tonight. Director Farkas said she does not need any approval tonight as she will bring back as a second draft due to all the changes, to clean it up.

Trustee Messerknecht said as we have seen in the past a document is presented with a lot of changes/revisions, it is going to be reviewed again, potentially more minor changes could come from that. He is in favor of waiting to approve it once the 2<sup>nd</sup> draft is presented.

Trustee Agosta made a motion to postpone the vote for the 1<sup>st</sup> draft of the Guest Behavior Policy, until the Board gets 2<sup>nd</sup> draft and final copy at the February meeting.

1<sup>st</sup>- Melissa Agosta

2<sup>nd</sup>-Craig Messerknecht

The motion received 3 yes votes and 1 abstain. Motion did not pass

Trustee Agosta then requested a member make a motion to approve the 1<sup>st</sup> draft of the Guest Behavior Policy. Trustee Dooley prefers the Board be very specific with the language when requesting the motion. Trustee Michener made a motion to approve this policy to go forward, as is.

1<sup>st</sup>-Trustee Michener

2<sup>nd</sup>-Trustee Dooley

The motion received 3 yes votes. Motion did not pass

A final draft and second copy of the Guest Behavior Policy will be presented at the February Board Meeting.

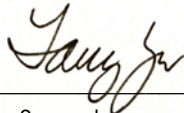
**16. Adjourn**

A motion was made to adjourn at 8:57 p.m.

1<sup>st</sup>— Tara Michener

2<sup>nd</sup>— Trustee Messerknecht

The motion passed unanimously.



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Torry Yu, Secretary

February 25, 2021

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Date