

Date: Tue, September 15, 2020 6:00 PM

Call to Order

Held virtually via: <https://global.gotomeeting.com/join/465380133>

Meeting called to order at 6:03PM by J. Martin, President

Members Attending: K. Babb, M. Dilts, T. Harmer, M. Ireland, L. Kier, B. Lee, J. Martin
Also Attending: H. Smith (Director), C. Barrows(Assistant Director)

Welcome and Introduction of Guests

- Welcome by J. Martin.
- No Guests;

Approval of Minutes of Previous Meeting (August 18, 2020)

August Meeting Minutes MOVED by M Ireland to approve & SECOND by T. Harmer, APPROVED.

Mark to provide FINAL copy to Wilma and Dropbox

Current Business (Recurrent Items)

- **Director's Report**
 - Library is re-opened for limited hours
 - Only complaints have been about limited computer time and hours are limited so the library is only open mornings or afternoons on the days it is open.
 - Have received pushback on masks, but also people are complying
 - Heather taking vacation until Sept 22nd
 - Lancaster desires to stop being District Center. Ephrata is the only library that would meet requirements to take it over. Likelihood that the Lancaster District will be combined with another district. Lancaster is a rarity with one county in a district, so merging with another district would be acceptable.
 - Discussion among board about funding offered to the district center, why New Holland would be ineligible and why it would not make sense for New Holland to consider being district center.
 - Any action on district merge or other library taking it over is 1 year out
- **Assistant Director's Report**
 - STEM Kits are flying off the shelves
 - Looking to provide Home school resources
 - \$1568 reimbursed for public computers

- **Governance Committee report**
 - Started Writing/rewriting policies, but realized some are quite outdated. Work continues
 - Planning to present this at the October meeting

- **Management Committee report**
 - Heather has been trying to get ahold of handyman to start the maintenance that was delayed while we were closed.
 - No urgent tasks, but need to replace insulation above ceiling tiles on 2nd floor before heat season.
 - 2 water leaks that Mike is working on(Gutter and downspouts)

- **Programs & Services Committee report**
 - Will meet after Board meeting, (Sept 15)

- **Fundraising Committee report**
 - J Martin sent letter to attendees and sponsors of last year's auction
 - Infographic is being developed to be mailed out
 - Terre Hill Concrete donated 500 bookmarks detailing how to donate to the library. Those have been included in books and in curbside pickup bags

- **Treasurer Report: M Ireland**
 - Treasurer Report:
 - Expenses for August were on track with expectation
 - Have not yet submitted PPP forgiveness per accountant suggestion
 - New Holland Boro agreed to move up their second half payment
 - Treasurer will try to revise the report to more clearly show actual income and expenses versus expectation
 - Motion to accept and file report MOVED by M Ireland, SECOND by M Dilts, APPROVED
 - Every year in Sept the library collects and files Audit report and submits to county. This year there will be 2 changes:
 - Draft report will be provided to board to review prior to board acceptance in October. The report will be written in the voice of the auditor and corrections limited to editorial. Auditor report provided to county in September.
 - Financial statements have been drafted by Wilma for Auditor review to save money compared to having auditor prepare and review statements.

New Business

- **Preliminary 2021 budget**
 - 2021 budget discussions have started, but nothing to share
 -

Other Business

-
-

Correspondence Needed:

-

Upcoming Meetings:

Next Meeting on October 20, 6pm, will be virtual meeting.

Adjournment

Motion to Adjourn MOVED by K. Babb, SECOND by B. Lee, APPROVED & ADJOURNED @ 7:02pm

Minutes by: M. Dilts