

**Date:** Tue, October 20, 2020 6:00 PM

**Call to Order**

Held virtually via: <https://global.gotomeeting.com/join/112827309>

Meeting called to order at 6:05PM by J. Martin, President

Members Attending: S. Bednar, M. Dilts, T. Harmer, M. Ireland, L. Kier, B. Lee, J. Martin,  
H. Martyniuk

Also Attending: H. Smith (Director), C. Barrows(Assistant Director), J. Costello

**Welcome and Introduction of Guests**

- Welcome by J. Martin.
- No Guests;

**Approval of Minutes of Previous Meeting** (September 15, 2020)

September Meeting Minutes MOVED by L Kier to approve & SECOND by B. Lee, APPROVED.  
Mark to provide FINAL copy to Wilma and Dropbox

**Current Business** (Recurrent Items)

• **Director's Report**

- Waiver for discussion in New Business
- Donor Database: previously all new library cardholders were added to database. This has not happened in many years and there is a significant backlog
  - S Bednar to help
- Volunteers: Many high school students have to have community service hours to graduate, but volunteer hours are harder to find during covid. Looking for board members to volunteer to come in so there are two people there whenever the students are there
  - Could offer 3-4 projects on a Sunday afternoon including Painting, Cleaning of lights, Replacing batteries in the emergency lights
  - Heather will provide tentative dates
  - Handyman committee to meet to find a new handyman

• **Assistant Director's Report**

- Sent out summer reading stats
- Census grant wrapped up, Summary report to be submitted in Nov.
- Take & Make have been popular. 36 kits/week
  - Placed out on Monday and all gone by Tuesday
  - Cost is limit to making more bags
  - H. Martyniuk encouraged board to allocate more funding for this popular program in 2021

- **Governance Committee report**
  - Need to reconvene
  - Drafted a patron behavior policy, then realized the member code of conduct needed revision due to being significantly out of date.
    - H. Martyniuk to check with Ed the County consultant
  - President J. Martin appoints B. Lee to Fundraising and removes her from Governance Committee per request.
    - Governance committee consists of J. Costello, M. Ireland, L. Kier, H. Martyniuk
  - Governance committee is responsible for new board nominations and we are approaching the end of the year
    - H. Martyniuk recommends reaching out to individuals working with the small library at GSV
      - M. Ireland will reach out to Steve Lindsey
  
- **Management Committee report**
  - Meeting will be scheduled
    - Need to identify a new option for handyman
  
- **Programs & Services Committee report**
  - Met after Sept Board meeting, nothing to report.
  
- **Fundraising Committee report**
  - Letter mailed out to donor list and has generated >60 responses
  - Will work to update donor database
  - 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**
  - Forwarded draft copy of annual audit to board and no comments were received.
    - Will meet with Wilma to finalize
  - 2021 budget is being planned
    - 2020 Covid affected fundraising, but limited effect on expenses
    - 2021 Income will continue to be affected including state aid currently approved at only 5/12ths
    - 2 biggest expenses are payroll and circulation
    - Board members should consider what we want to do for 2021
  - Treasurer Report:
    - Expenses for September were on track with expectation
    - Added new tab to spreadsheet to track performance compared to budget approved in August
    - Don't have quarterly report from LCCF yet.
    - Trying to plan cash balance to enter 2021 with sufficient cash that we will not have to tap LCCF more than once.
      - May have need for \$80K minus any donations from donation drive
    - Have not yet submitted PPP forgiveness per accountant suggestion

- Motion to accept and file Annual Audit MOVED by M Ireland, SECOND by T. Harmer, Discussion
  - Requests to get townships to pay their committed funds to assist with cashflow
    - New Holland has already accelerated payments
    - L. Kier to contact Caernarvon
    - S. Bednar to contact East Earl
    - J. Martin to contact Chester Co SWA
- Motion to approve treasurer report APPROVED

### **New Business**

- **Waiver**
  - No penalty to submit for a waiver for state requirements, nor a penalty for receiving an un-needed waiver
  - L Kier provided edits to the district provided language in order to cover the requirements in the state statute for waivers
  - H Smith will file the waiver if board gives authorization
  - B. Lee MOVED to approve the waiver with L. Kier's edits. SECOND by M DILTS.
  - Motion to authorize Waiver application for 2019, 2020, 2021 APPROVED

### **Other Business**

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### **Correspondence Needed:**

- M. Dilts to summarize donation received from Choice Windows and Doors, then J Martin to write a thank you letter.

### **Upcoming Meetings:**

Next Meeting on November 17, 6pm, will be virtual meeting.

### **Adjournment**

Motion to Adjourn MOVED by M. Dilts, SECOND by M. Ireland, APPROVED & ADJOURNED @ 7:34pm

Minutes by: M. Dilts