

Date: Tue, November 17, 2020 6:00 PM

Call to Order

Held virtually via: <https://global.gotomeeting.com/join/557224285>

Meeting called to order at 6:01PM by J. Martin, President

Members Attending: K. Babb, S. Bednar, M. Dilts, 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 (October 15, 2020)

October Meeting Minutes MOVED by L Kier to approve & SECOND by H. Martyniuk, APPROVED.

Mark to provide FINAL copy to Wilma and Dropbox

Current Business (Recurrent Items)

• **Director's Report**

- One Staff on quarantine due to family exposure – Working from home
- Working with Friends of library on plans for a book sale Dec 4&5
 - VIP access limited to 10 people on Friday
 - \$25 min donation and can be purchased from main library desk
 - Limited time per person to browse on Saturday
- Work day held on Nov 15
- Books being held in quarantine have been moved to basement
- District center will be taken over by LSLC for a 1 year trial period
- Online registration for temporary(90) library cards is now live.
 - Not perfect and requires extra work by assistants, but it is a new feature
- Invited to Christmas in Terre Hill on Dec 4, 5, 6 – Decision not to participate
- Dementia friendly training
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• **Assistant Director's Report**

- New passive program: Early Literacy bingo
- Virtual programming does not mean no programming
 - Please like, subscribe, comment
- Extra Give is coming up and will be online only

- **Governance Committee report**

- J. Costello presented revised Patron Conduct policy and new Code of Behavior for patrons
- Motion to accept MOVED by B. Lee, SECOND by M Ireland. APPROVED
- Governance committee has weekly meetings scheduled over the next 2 months to deal with policy backlog
- Goal of working towards succession planning fell to the side during Covid, this is a renewed priority.
- Several members will be affected by term limits in the coming years. We need to work on passing on this institutional knowledge

- **Management Committee report**

- We have been chipping away at the maintenance list which is on the Dropbox and accessible to all.
- H Smith and J Martin met with a new handyman candidate (Joel Isch) and he will be working on some of the tasks.
- Going to incorporate material costs of ~\$2000 in next years' budget for ducting in the basement air handler
- Motion to pay a deposit for replacement of window. \$698 total, 209.40 deposit MOVED by M. Dilts, SECOND by M Ireland.
 - Have several thousand unspent maintenance
- APPROVED
- Motion to release \$1200 for LED bulbs plus \$1000 contingency for a total of \$2200 to equip children's Library with LED bulbs MOVED by M. Dilts, SECOND by B Lee. APPROVED

- **Programs & Services Committee report**

- No report

- **Fundraising Committee report**

- Encourage Friends, Family, etc to donate at Extra Give

- **Treasurer Report: M Ireland**

- Received allocation from Earl Township
- Have not submitted for forgiveness of PPP yet, but will this quarter
- \$51.9K from County is imminent
- Motion to accept and file Monthly report MOVED by M Ireland, SECOND by H. Martyniuk
- APPROVED

New Business

- 2021 budget planning
 - Have received guidance to plan on flat state funding level for 2021
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Other Business

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Correspondence Needed:

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Upcoming Meetings:

Next Meeting on December 15, 6pm, will be virtual meeting.

Adjournment

Motion to Adjourn MOVED by M. Dilts, SECOND by K. Babb, APPROVED & ADJOURNED @ 7:14pm

Minutes by: M. Dilts