

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

Call to Order

Held virtually via: <https://global.gotomeeting.com/join/815586029>

Meeting called to order at 6:02 PM by J. Martin, President

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

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

Welcome and Introduction of Guests

- Welcome by J. Martin.
- Lino(Lee) Vescovich

Approval of Minutes of Previous Meeting (November 17, 2020)

One Misspelling corrected, November Meeting Minutes MOVED by T Harmer to approve & SECOND by K. Babb

APPROVED.

Mark to provide FINAL copy to Wilma and Dropbox

Current Business (Recurrent Items)

- **Director's Report**
 - Covid update:
 - Some staff returning from Quarantine, but expect limited hours Weds Dec 16 due to snow
 - Continuing to enforce mask requirements and not allowing anyone in lobby without mask/shield.
 - Continuing to offer no-contact pickup as long as someone is in building.
 - Office of Commonwealth Libraries is leaving decisions on closures to local libraries
 - District Center is not ordering in hotspots due to backorders, but is allocating funding to World Book Online resource(Details sent out via eMail)
 - Handyman has been active and completed tasks with exception of Vent in 2nd floor room
 - Phone issues: Has been having issues with second phone line and started after some issues with the new 2 year Frontier contract
- **Assistant Director's Report**
 - Doing a Raffle Jan 4 to Feb 28

- Doing registration for Take & Makes for one month at a time to determine level of interest.
 - 70 Take & Makes between Toddler, Preschool, and STEM (thus far)
 - 29 families (thus far)
 - People have been very responsive donating supplies via Amazon wishlist
- If using Amazon smile, make sure to use smile.amazon.com to give the donation

- **Governance Committee report**
 - Meeting every Monday evening.
 - No Policies to present in Dec meeting
 - January Meeting will have several policies presented: Banking, Conflict of interest, Capital Reserve, Endowment
 - M Ireland will do Dropbox training in January
 - Will present slate of nominations for officers in Jan
 - Give Nominations to J Costello by Dec 29
 - Will need to have a preparation meeting for budget

- **Management Committee report**
 - H Smith is happy with Joel the Handyman
 - LED Bulbs have arrived and M Dilts will work on Volunteers to install

- **Programs & Services Committee report**
 - No Report

- **Fundraising Committee report**
 - Excellent response to the Extraordinary give which will arrive to us in January
 - Fundraising committee will need extra effort in 2021 to plan for in-person fundraiser
 - J Martin is willing to stay on committee as citizen volunteer
 - Motion to accept Josh's offer MOVED by M Dilts, Motion dies for lack of second.
 - {Tangent} Governance committee is working on transition planning. In addition to Fundraising committee, would J Martin consider assisting board with new officer transition? APPROVED

- **Treasurer Report: M Ireland**
 - Updated Net Income compared to Budget: Projected to end year in the black
 - Due to sacrifices of Staff, additional funding, and additional Donations
 - Wilma applied for forgiveness of PPP loan. If approved, that will be +33K to balance sheet.
 - Motion to accept and file Monthly report MOVED by J Martin, SECOND by M Dilts
 - H Smith was recently contacted by Wressler Mill foundation and they want to make a donation
 - Friends of Leola Library has reached out to Friends of New Holland and may make a donation
 - H Smith believes staff is getting the hours they desire.

- M Ireland will be coordinating Budget meeting with Wilma, H Smith, and S Bednar for drafting budget.
- APPROVED

New Business

- 2021 budget discussion: (Discussion continued from Treasurer report)
- Questionnaire from H Smith has been sent.
- Largest expense is labor, which is related to hours. Currently expect reduced hours through April
 - Normally would schedule 134 person hours, but due to reduced budget with increased personnel during open hours, there has been a large reduction in operating hours to achieve the targeted person hours
- Motion to have a Budget review meeting Tuesday January 12 @ 6pm (No vote, but general concurrence)
- Annual meeting to precede the Jan 19 regular meeting

Other Business

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Correspondence Needed:

- J Martin has signed over 200 Thank You letters

Upcoming Meetings:

Next Meetings:

Budget draft meeting January 12, 6pm, will be virtual meeting.
Annual Meeting January 19, 6pm, will be virtual meeting.

Adjournment

Motion to Adjourn to Executive session MOVED by H Martynuik , SECOND by B Lee, APPROVED & ADJOURNED @ 7:13pm

Minutes by: M. Dilts