

**Date:** Tue, August 18, 2020 6:00 PM

**Call to Order**

Held virtually via: <https://global.gotomeeting.com/join/575220669>

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

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

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** (June 16, 2020)

June Meeting Minutes MOVED by M Ireland to approve & SECOND by K. Babb, APPROVED.  
Mark to provide FINAL copy to Wilma and Dropbox

**Current Business** (Recurrent Items)

- **Director's Report**
  - Sent out 2 months of stats
    - Weekly stats are hard to get from the information system, but Heather is trying
  - Pennysaver would like to write a fall fundraising article: J. Martin to follow-up
  - Friends of Library discussing book sale in Dec
  - Re-opening plan to be discussed in New Business
  - Having 10 appointments per week with up to 20 patrons per appointment. Not all are full.
  - Patron response has been positive with only complaint about the requirements for appointments, not the mask requirement.
  - Staff have been resolving conflicts for Leola patrons who cannot return items to Leola, but are getting overdue notices. Elanco is accepting the materials and ensuring fines are waived.
- **Assistant Director's Report**
  - Summer reading completion rate 51%
  - Cross-promoting programs with Adamstown Library
    - Adamstown is not re-opening with new building until end of Aug, so Elanco is currently the only open library in the area.

- Making weekly Make & Take bags including several geared towards kindergarten readiness
- Census grant funds have been received
- Drafted a section for the Shopping News article on “How can the community help nonprofits?”
- Facebook is generating more video views than YouTube.
  
- **Governance Committee report**
  - Met on 3 pg policy on Patron Safety & Conduct spurred by events at Central Market
    - Planning to present this at the September meeting
  - Also working on other policies for potential presentation in September
  
- **Management Committee report**
  - Motion to spend \$1000 of Furniture allocation towards Covid Barriers MOVED by M Dilts, SECOND by B Lee, APPROVED
  - J Martin to share addition to Librarian Job Description
  
- **Programs & Services Committee report**
  - Will meet after next Board meeting, (Sept 15)
  
- **Fundraising Committee report**
  - J Martin sent letter to attendees and sponsors of last year’s auction
  - Committee is planning annual mailing. Looking for a specific tangible budget item to highlight that people can donate to. Targeting end September/Early Oct.
  - Will be trying to encourage reoccurring donations. Our website is set up to receive PayPal donations and PayPal can be set up for reoccurring.
  
- **Treasurer Report: M Ireland**
  - All PPP funds have been spent. Currently waiting to request forgiveness on the advice of our accountant as the process may get simpler.
  - Motion to accept and file report MOVED by M Ireland, SECOND by M Dilts, APPROVED

## **New Business**

- **REOPENING**
  - Appointments will continue until Labor Day when the library will transition to open hours
  - Business hours starting 9/8/2020:
    - Monday 10 a.m. – 4 p.m.
    - Tuesday 10 a.m. – 4 p.m.
    - Wednesday 2 p.m. – 8 p.m.
    - Thursday 2 p.m. – 8 p.m.
    - Friday – Closed
    - Saturday 10 a.m. – 4 p.m.
  - Will have circulation desk in front lobby, Main desk, and basement desk. 3 staff during open hours.

- Computers will be limited to 30 minutes per person/day
- 30 open hours per week, 110 staff hours/week vs 134 staff hours in the original budget
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- **BUDGET**
  - Proposed Budget as known in July has been further refined.
    - Reduction of staff hours from plan approved in January (110 vs 134)
    - Some savings on liability insurance
    - Added income from PPP, County, and grants
  - Projected deficit of (\$40K)
    - Budget approved in January had (\$47K) with expected additional income to cover the gap
  - Motion to accept proposed hours of operation and budget through the end of the year MOVED by M Ireland, SECOND by Hallie, APPROVED
  - Motion to transfer funds from reserves immediately equal to the expected budget shortfall MOVED by M Dilts. Motion failed for lack of a SECOND.
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**Other Business**

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**Correspondence Needed:**

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**Upcoming Meetings:**

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

**Adjournment**

Motion to Adjourn MOVED by L Kier, SECOND by B Lee. APPROVED @ 7:44pm

Minutes by: M. Dilts