

Subject: Minutes from the UDPLB Meeting on Wednesday, May 20, 2020

Attendance: Library Director Cheri Fiory, President Jeanine Buesgen, Treasurer Wendy Rader, Secretary Andrea Merrick, and members Suanne Strauss, Gary Fisher, Alicia Fortunato and Cathy Murphy were all present.

Given the COVID-19 pandemic, the meeting was conducted using Zoom.

Also in attendance via Zoom were: 1. From UDT, Paul Leonard, Twp Mgr., Deb Ritter and Rebecca Lohoefer; 2. From the public, Jennifer Johnson, Brian's Ipad, Aunshul Rege, KStranz, Bob Price, Beth's Ipad, Linda Roth, Mary Lampmann, Agatadereyes, Joan Ludwig, Diane Bilks and Jen M. (The members of the public were not introduced, and these are the names that appeared on the screen.)

President Buesgen called the meeting to order at 6:32 PM.

Welcome – Roll Call

President Buesgen welcomed all in attendance at the first Zoom meeting and reviewed the Rules and Protocols for Virtual Meeting.

Consent Agenda Items:

There being no objection, the Board moved, seconded and approved the following items:

- (a) Minutes of the January 15, 2020 meeting**
- (b) Financial Reports for January/February/March/April 2020**
- (c) Librarian's Report for January/February/March/April 2020**

There was a question about why the salary expense line for April showed an increase given that the Library was closed, and furloughs occurred. Director Fiory explained that 2 new professional staff started on March 23, 2020. The consent agenda was accepted without change.

Public comment: There was no public comment.

Discussion items:

a) Impact of COVID-19 and building shutdown

Director Fiory provided a summary of events leading to the closure of the Library since March 13, 2020 and what staff has been doing to adjust to the new, unprecedented circumstances. Staff who have not been furloughed are working remotely. The UDPL website has been enhanced to provide COVID-19 resources to the community, Ask a Librarian is accessible Monday- Saturday for 26hr/week, and certain programs are being offered via Zoom instead of in person. There are live and recorded events. For example, Family Trivia Night was a huge success. E-materials have had a surge in circulation, too.

Director Fiory is investigating how the Library will look when it is reopens. First, reopening will be at 520 Virginia Drive, the new site. An email will be sent to residents explaining the different stages and protocols. Director Fiory is in communications with the other libraries in the county, too. Second, there may be a drive up window to support social distancing. It is a work in progress and until the County

moves into the yellow phase, the library will remain closed. In term of bringing back furloughed staff, those decisions will be made down the road and depend on a variety of factors.

Twp. Mgr. Paul Leonard also addressed the group and responded to the issues raised by the Board regarding furloughs of library staff. Mr. Leonard thanked Director Fiory and her staff for what they have accomplished in continuing services to the public. He also made an analogy to the emergency in Galveston, TX in 1920, out of which grew the city manager role, that is the model for today, especially during times of emergency. In his remarks, Mgr. Leonard made clear he was speaking for himself, not the Board of Commissioners (BOC), and made tough decisions based on the directives from the BOC, including taking cost containment measures in the face of financial uncertainty.

The reductions in staff was not an easy task and every effort was made to be equitable. He said all township departments were affected. Decisions looked at essential functions, what work can /can't be done remotely etc. Included in his conversations with the BOC, Mr. Leonard indicated that 520 Virginia Drive was discussed; the BOC is committed to opening the building, ensuring safety measures are in place, and the facility is staffed as well as adaptable to Township needs going forward due to COVID-19 limitations.

Mr. Leonard advised that all department heads in the Township are completed CAN Reports (conditions actions needed).

With respect to the financial stability of the Township, Mr. Leonard indicated that the full picture won't be know until July 2020. RE taxes and EIT revenues are the prime sources of income to the Township.

Director Fiory added that once the County/Township are in the yellow stage, steps will be taken to slowly commence interactions with the public. There are 11, 000 items out that need to be returned and how to handle those returned items is a huge task. This is one of the many issues that has to considered; Director Fiory is working on a written report to address this and the myriad of other issues.

Public Comment- Mary Lampmann, 313 Fort Washington Ave, inquired as to whether the use of volunteers has been considered and if so, to what extent, since there may not be a full complement of employees returned to work at UPDL. Director Fiory responded that the volunteer situation is fluid: some volunteers may choose not to return to the Library, new volunteers need training and supervision, and certain roles should remain with paid staff. The question is appreciated, and Director Fiory said she welcomes and will consider any suggestions people have.

b) Friends Update

Cathy Murphy circulated a memo with the updates but mentioned a couple of points during the meeting including: 1) the Friends remain financially steady and are accepting capital campaign donations, 2) there are 280 members, 3) banking has moved to the State of PA Fund, where it is more advantageous, 4) The EITC (Educational Improvement Tax Credit) is in place and efforts to reach out to the business community will commence, and 5) the current slate of officers were voted in for new term. Lastly Robert Stutz and Brian Gillespie are now signatories on the Children's Fund Brokerage Account.

c) New Building/Fundraising Update

All the contractors are back on the job at 520 since May 1st. New protocols are in place to ensure worker safety. Air quality, furniture configuration, rest room accessories are but a few items being looked at to

improve safety to the public. Public works has done an excellent job with outdoor curbing. Director Fiory advised that staff is packing up their respective offices. It hoped that by July 1 all work will be completed.

Twp. Mgr. Leonard added that cross county trails and access to an easement by the Post Office are all underway to improve access to the building. Traffic signals at Virginia Dr. and Camp Hill Rd. are still under discussion.

Regarding fundraising, there are still two committees- large gifts and public campaign. President Buesgen and Alicia Fortunato are working on/heading the public campaign. Suggestions about how to reach the community are welcome.

a. Major Gifts Appointment Process

This document was approved. Included is the language pertaining to the recommendation that Cathy Murphy and Janine Buesgen be appointed to the committee.

1. That the Board appoint two members to work closely with me, Director Fiory (and earlier in the process) as we define the details of major donors (\$10,000+) and their gifts. I would recommend Janine as the President and Cathy Murphy because she is already on the Steering Committee.
2. This Committee would then be charged with making recommendations of gifts by sharing agreements to the full Board for approval; I suggest this be done via email as time is of the essence when you are trying to finalize agreements.

Commented [am1]:

d) Nomination of Officers

The current slate of officers was nominated and approved by acclamation to fill the officer slots for the upcoming year (July 1, 2020-June 30, 2021). They are: Janine Buesgen- President, Wendy Rader-Treasurer, Andrea Merrick-Secretary.

e) Board Guidelines

The document created by Suanne Strauss with edits from members was reviewed and agreement reached on outstanding issues. President Buesgen will finalize the document and provide it to all members and Director Fiory, who will make sure it is acceptable within the Township leaders, including the solicitor, as need be. It is hoped that this will be ready to share with the new board member whose term will start as of July 1, 2020.

Alicia Fortunato is rotating off the Board, hence the vacancy, and is now a member of the Friends of Upper Dublin Public Library. The Board commended and thanked Ms. Fortunato for her efforts and commitment to UDPL during her terms on the Board.

The meeting adjourned at 8:29 PM.

The next Library Board meeting will be held on Wednesday, July 15, 2020 at 6:30 PM.

Respectfully submitted by,

Andrea Merrick