

Subject: Minutes from the UDPLB Meeting on Wednesday, July 15, 2020

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

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

Also in attendance via Zoom were: 1. From UDT, Deb Ritter and Rebecca Lohoefer; 2. From UPDL, Lauren Smith; and 3. From the public, Bob Price. (The members of the public were not introduced and were on mute and not on video.)

President Buesgen called the meeting to order at 6:31 PM.

Welcome – Roll Call

President Buesgen welcomed all in attendance at the 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 May 20, 2020 meeting**
- (b) Financial Reports for May/June 2020**
- (c) Librarian’s Report for May/June 2020**

There was a question from the Librarian’s Report about the percentage of items on hold that were actually picked up, which was addressed by Director Fiory. The consent agenda was accepted without change.

Public comment: There was no public comment.

Discussion items:

a) Friends Update

Cathy Murphy reported that: 1. The Friends are working on creating a Conflict of Interest policy as the result of a 501 (c) (3) audit. It will be presented to the Township Solicitor for review. 2. The Treasurer’s Report reflected fewer expenditures due to revamping the Summer Reading Program due to COVID-19. 3. Membership remains stable at the moment. 4. The upcoming annual membership drive is likely to be cancelled this year in favor of incorporating it into the Capital Campaign – Public Segment. The specifics are being worked out. 5. Outdated CDs, Videos, and some books that will not be moved to the new library will be either sold or tossed. Details of any sale still to be determined. 6. The annual Jewelry Sale is cancelled for this year due to COVID. 7. The Friends will hold a meeting August 13, 2020 via Zoom.

b) Building/ Reopening Plans

Director Fiory spoke about her Reopening Plan document and the delays experienced due to COVID-19. She is using a Google Plan Tool that is updated weekly and tracks the progress of all activities. Books and

furnishings are now being moved to the first floor, Children’s Library. Once the elevator is inspected on July 16th and is approved, furnishings will be moved to the second floor. Next to be issued is the temporary certificate of occupancy. Once issued, remaining library staff currently furloughed will be returned to work.

COVID-19 protocols will impact the services that will be available in the new facility probably limited to pick-ups, computer use and limited browsing. The anticipated open date is early September if all goes well. The book drop will also open. (There was some discussion about return of books currently out and the elimination of fines for the moment.)

Any Grand Opening event will likely not happen until sometime in 2021. The Café is still moving ahead, albeit no final decisions have been made.

It is not clear whether UD public schools will be open for full time in-person class or a modified schedule. The Library may be a space resource. Things are fluid.

There was discussion about whether the current level of online services from the Library will continue once the facility is open given that not everyone may feel comfortable visiting the facility. This is being explored. A drive-up window is also being considered to make picking up books more convenient.

c) Fundraising Update

Director Fiory indicated that \$380K of the \$1.7M goal has been raised to date. Activities must ramp up and a more inclusive approach that reaches the entire community as the public phase begins is being developed. Janine Buesgen and Alicia Fortunato are co-chairs of the public campaign phase. Two letters are going out to the UD community. Other possibilities such as a “donor advised fund” and Donor Driven Philanthropy Seminar are being reviewed.

d) Board Guidelines-Record evote

The board reviewed and discussed Township Manager, Paul Leonard’s suggestions to the document. The transmittal email will now include applicable code citations in footnotes. It will be reviewed by the solicitor once again before going to the Board of Commissioners. The board approved of the amendment.

The meeting adjourned at 7:48 PM.

The next Library Board meeting will be held on Wednesday, September 16, 2020 at 6:30 PM. It is unclear whether it will be in person or by Zoom.

Respectfully submitted by,

Andrea Merrick