

Subject: Minutes from the UDPLB Meeting on Wednesday, November 11, 2020

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

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

Also, in attendance via Zoom were Rebecca Lohoefer and Michelle Sharkey from UDT.

President Buesgen called the meeting to order at 6:30 PM.

Welcome – Roll Call

President Buesgen welcomed all in attendance, conducted a roll call and advised everyone that the Rules and Protocols for Virtual Meeting are on the website should anyone have a question about the protocols.

Consent Agenda Items:

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

(a) Minutes of the September 16, 2020 meeting

(b) Financial Reports for September / October 2020

(c) Librarian’s Reports for September / October 2020

Director Fiory and Treasurer Rader advised that the October 2020 Financial Report was late in being issued so was not yet available for distribution prior to this meeting.

There was a question about the fines listed in the September 2020 Financial Report, but discussion was deferred to the Budget Discussion section of the Agenda.

The consent agenda was accepted without change.

Public comment: There was no public comment.

Discussion items:

a) Friends Update

Cathy Murphy reported that: 1. There will be changes to the financial reporting so as to distinguish between income from the Capital Campaign and regular income generated from Friends’ activities. 2. The Friends now have a new logo. 3. A new laptop for exclusive use by the Friends will be purchased and will be kept at the Library. 4. When the Library opens, the jewelry sale will be held on two separate dates. 5. The next meeting will be on November 12th, at which time Director Fiory will present the proposed budget for the 1st half of 2021 for approval. 6. Museum passes are being evaluated and some institutions have withdrawn participation.

b) Building/ Reopening Plans

Director Fiory reported that the Certificate of Occupancy was received on November 10, 2020 and the building can now open to visitors. There will not be a grand opening this year. Notice of the opening will be phased in so as to keep the number of visitors low for the time being. There will be a limit on the number of visitors at any given time with visits limited to 30 minutes. Masks and social distancing are required. The Grab N' Go concept is being adopted- browse, borrow and leave. There was a question about signage for this, so patrons know the rules upon entering the library. Only about half the computers will be available and only for an hour at a time. Director Fiory commended staff for all their efforts in creating displays and showcasing books to make browsing easier.

The punch list still has some open items: cosmetic touch ups and exterior lighting.

c) Votes Required

- a. Naming Process formalized from Feb. 2020 evote. Director Fiory reminded the board of the discussion and subsequent email voting on this matter, with Janine Buesgen and Cathy Murphy joining the committee to review donations and naming. There was a motion to approve, which was seconded, and the vote was unanimous in favor of approving the Naming Process.
- b. Waiver of Standards- PA is permitting Libraries to “fall short” of meeting certain thresholds of operation this year given the unique circumstances created by the Pandemic. Libraries need to show how they spent money this past Spring and how they intend to use the funds in the Fall for the future. UDPL expects to be able to qualify for the full grant amount notwithstanding the shortfalls. A motion to approve the Waiver of Standards was made, seconded, and approved unanimously.
- c. T-Mobile Hot Spots-The policy has been amended to be more flexible and remove the ability to renew. A motion was made to approve, which was seconded and approved unanimously. Director Fiory will circulate a revised wireless network policy that cleans up outdated language and adds the new network location (the new library).

d) Fundraising Update

- a. There is a weekly meeting of the committee overseeing public and major gifts. They are working to get a letter mailed out before year's end to take advantage of end of year donations. The letter is scheduled to be mailed on the 1st day the library is open. The committee anticipates its need to fundraise will extend through the next year.
- b. The Donor Perfect website will allow for tracking of monthly donations with an interactive map of the space so donors can see the various naming opportunities.
- c. There was a question about who approves the quotes that donating patrons select. The board can review, or the library staff can identify appropriate quotes for donors to choose from and establish a process to vet those suggested by donors. This discussion was left open.
- d. As of September 20th, \$227K has been received and \$200K of that has been turned over to the Township. With each \$50K increment, the money is transferred. An additional \$302K has been pledged but not yet received.

e) Budget Discussion

Director Fiory advised that she has not prepared slides for her presentation to the Board of Commissioners yet for the budget hearing on Saturday, Nov.21st at 9 AM. She said she intends to update the BOC on the status of the fundraising campaign and indicated to the Library Board where things stand in the various phases of the overall construction project. Director Fiory noted that it is a challenge to budget for the next 12 months given the uncertainty with the pandemic. With that said, to maintain state funding, certain benchmarks must be made. The State is releasing 5/12s of 2021 funding now and the 7/12s remaining will be paid at a later date.

The subject of Fines is under review both on a county and local level. Fines have been suspended to ease the burden on patrons and may be eliminated altogether, which is a growing trend. 2021 will be a test year to see how things go and to then assess whether to forego fines permanently.

The Contributions line in the financial report was discussed as the title is somewhat misleading. The amount posted was for money received for the sale of old shelving. The suggestion is to have the funds transferred to the MISC category and leave this blank.

The goal overall is to build up services etc. to meet the state standards over the coming year, including expenditures. Finding new ways to use technology to save time and money are under review. What the world will look like in 2021 is very uncertain and planning for library services is a challenge. The tentative 2021 budget has an increase for staff, health insurance premiums, and salaries. It also reflects the Library being open 50 hours/week short of the normal 66 hours/week.

The meeting adjourned at 8:46 PM.

The next Library Board meeting will be held on Wednesday, January 20, 2020 at 6:30 PM. It is unclear whether it will be in person or by Zoom.

Respectfully submitted by,

Andrea Merrick