

Subject: Minutes from the UDPL Board Meeting on Wednesday, September 22, 2021

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

The meeting was conducted in person at the Library.

President Buesgen called the meeting to order at 6:33 PM.

Welcome

President Buesgen welcomed all in attendance.

One member of the public were present.

Consent Agenda Items:

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

(a) Minutes of the July 21, 2021 meeting

(b) Financial Reports for July 2021

(c) Librarian’s Reports for July 2021

Given the recent tornado and impact on the Township Building and operations, the Financial Report and Librarian’s report for August are delayed and not available at the time of this meeting. The consent agenda was accepted without change.

Public comment: There was no public comment.

Discussion items:

a) Building/Reopening Plan- Hours, Priorities

Starting October 4th, the library will have new hours Monday through Thursday closing at 8:45 PM. The staff needs the 15 minutes before 9 PM to sweep the building.

Meeting rooms in the library available to rent through Parks & Recs are temporarily deferred until the Township finalizes what space in the library it will be using due to the damage to the Township building. It is hoped that some of the space may be available to rent in November. There is still uncertainty as to whether the School District may also need some of the vacant space in the library building.

Since the Police Dept. is now housed at 520 Virginia Drive, an emergency driveway from the parking lot onto Highland Rd. is going to be built. It will not be for patron use.

The children’s play space is now open. It is a soft opening during October to see how things work out. Activities will still be held outside, weather permitting.

The Gift & Book Shop is awaiting new furnishing which have been delayed 2 weeks. There are some books on sale now.

Jess Richmond is leaving. She handled older children and family programs.

Lauren Smyth's departure has impacted some of the adult programs, which she handled. It will take a little longer to get them up and running. Her responsibilities are being divided up among staff.

There are limited volunteers at the moment. Some volunteers are not yet comfortable returning to the library due to COVID.

b) Friends Update

Cathy Murphy reported that the Friends meeting was held on September 9th. She reported that the Director of Sales from Sunrise Assisted Living attended. She is looking to collaborate with the Friends/Library, which is a very exciting new development.

The Jewelry Sale is set for October 23rd and if there is insufficient space at 520 Virginia Drive, it may be held at the Sunrise facility.

The Gift Shop, while just starting out, has brought in 50% of the previous sales level. The 'pay what you wish' seems to be working as opposed to the fixed fees previously in place.

The October 1st Donor Appreciation event has been postponed in deference to the community still suffering from the tornado. It will be rescheduled for a later date.

The Budget has \$30K on hold for the Capital Campaign with a balance of \$93K.

The project to rewrite the By-Laws is ongoing. It is a big endeavor.

The next Friends meeting will be on October 14, 2021 via Zoom.

c) Capital Campaign Update

Director Fiory reported that \$678K has been raised. Ideas for outreach and a list of prospects are under development. Director Fiori and Friend's President Stutz met with a potential donor and felt the meeting was promising. The hope is that \$1.1M will be raised by Spring 2022.

Preliminary plaques to recognize donors are being considered until the final plaques can be installed. This recognition may spur further donations.

The Friend's annual appeal letter will be mailed shortly. There was discussion about whether it will or will not mention the Capital Campaign.

a) Quotes for Review

Director Fiory distributed two quotes, which the board reviewed and discussed. One quote (from Jeanette Winterson) was approved by unanimous vote.

The quotes discussed at the July 21, 2021 meeting were unanimously approved by email vote on August 12, 2021 and on September 1, 2021.

d) Committee Update-Eliminating Overdue Fines

There was nothing new to report on this subject.

e) Library Staffing Update

Director Fiory explained the organizational chart she created reflecting current roles in light of the division of responsibilities resulting from Lauren Smyth's departure. Having the Marketing Director role become full time has made a big difference, especially with increasing virtual marketing. As the library moves forward, there may be a need for more donor services support. Director Fiory will monitor this.

One issue that is surfacing is the need to identify and set priorities as staff is stretched in light of all the circumstances of the past year and a half. Being sensitive to this will go a long way in sustaining a strong staff and positive morale.

f) 2022 Budget Recommendations

Director Fiory stated that \$75K is being requested for a part time staffing, which is a large increase. This will include having Sunday hours. If the amount is not approved, then Sunday hours will be revisited. Eliminating fines while cutting some revenue has freed up staff time, which is a bonus. McLINC fees have increased. The library may be able to receive \$10K from the American Rescue Plan. Additionally, MCLINC staff may move into the empty office at 520 Virginia if the space is not used by the Township.

g) Votes Required:

- a) 2022 Holiday Schedule-The schedule was approved unanimously with the clarification that the library would be open Dec. 26th and would be included as one of the floating holidays for staff.
- b) 2022 Library Board Schedule- This was approved unanimously.

The meeting adjourned at 7:35 PM.

The next Library Board meeting will be on Wednesday, November 10, 2021, at 6:30 PM.

Respectfully submitted by,

Andrea Merrick

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