

Schuylkill Valley Community Library

Board of Directors Meeting (virtual)

June 10, 2020

Present: Solomon Lausch, Erica Burch, Christie Brown, Patrick Manwiller, Roger Schmidt, Sharon Wilson, Kelly Ruth, Karen Bailey (Friends representative)

Absent: Kai Miller, Helen Flynn, Kathy Gerber-Fegely, Stephanie Jacobs

1. Call to order at 7:03pm
2. Secretary's Report: May 2020 meeting minutes were approved.
3. Treasurer's Report: PPP loan is being utilized for the payroll expenses.
4. Trustee's Report: Erica reported that the 3D printer has been returned to the library. The final count for the number of face mask straps that were distributed was 543.
5. Librarian's Report:
 - a. Ebook circulation remains similar to the previous month (Overdrive saw an increase and Hoopla saw a decrease last month).
 - b. For the month of May Hoopla costs were \$311.90. The year-to-date Hoopla cost is currently \$1498.00.
 - c. Thank you to Isabella Burch who was a huge contributor to the Virtual Reading Olympics contest that ran in May. This program had over 50 participants county wide. 2 Barnes and Nobles gift cards were given to the 2 winners.
 - d. Virtual preschool and elementary programs for the summer will include picking up a bag of supplies and watching a video online or via zoom to complete the project. This will require registration.
 - e. Blood drive scheduled for June 27th in conjunction with the Leesport Fire Company and Northern Berks EMS.
 - f. Library is planning to donate craft kits/teen boxes to a local food bank for distribution to children/families utilizing that service.
6. Reports
 - a. Building and Grounds:
 - i. Mulching is completed
 - ii. Erica personally exterminated bugs that were located in the library's vestibule area.
 - b. Policy Review:
 - i. Discussion occurred regarding the proposed revisions to the bylaws. Kelly and Christie will make changes as discussed and distribute an updated copy of the bylaws for review.
 - c. County Library System:
 - i. State will keep the budget the same at this time however reassessment will occur in November.
 - ii. \$2000 was received from the Berks County Community Organization. This money has not been earmarked for use at this time.
7. Payroll Protection Loan update: Not addressed due to the Treasurer's absence.
8. Reopening Plans:

- a. Staff have returned to the library building. Tasks include cleaning up, training on new procedures and preparation for summer.
 - b. All staff to independently complete a temperature and symptom check via google classroom at the start of their shift. 4 separate workstations set up for staff. Keyboard cover purchased for the shared computer for easier cleaning, each staff assigned a phone at the start of the shift.
 - c. Cleaning protocol is in place.
 - d. Berks County to reimburse the library for COVID related supplies that are purchased.
 - e. Books returning to the library must be kept in quarantine for 3 days before re-circulation.
 - f. Member pick up of requested books from the SVCL (via online order or phone reservation) will begin on Monday 6/15. This service will be available 3 days per week.
 - g. Employees will receive payment for actual hours worked starting this week.
9. SVCL Friends:
- a. Brainstorming upcoming fundraisers. More information to follow.
 - b. Erica to attend a webinar on June 16th at 2:00pm regarding "The future of book sales." She will reach out to Jane and Barb to attend as well.
10. Next meeting on July 8, 2020 at 7pm
11. Adjournment at 8:28pm