

Schuylkill Valley Community Library

Board of Directors Meeting Minutes

August 12, 2020

(virtual)

Present: Solomon Lausch, Roger Schmidt, Stephanie Jacobs, Patrick Manwiller, Erica Burch, Helen Flynn, Kelly Ruth, Christie Brown, Mary Kunkle (Friends Representative)

Absent: Kai Miller, Sharon Wilson, Kathy Gerber-Fegely

1. Call to order at 7:04pm.
2. Minutes approved from July 2020 meeting.
3. Treasurer's Report
 - a. All of the PPP loan money has been used. Sharon will attend a webinar to learn the process that needs to be taken in order to convert the loan into a grant. Once this is completed the funds will be accounted for in the P and L statement.
 - b. Total received from the mail fund campaign has exceeded last year's amount.
 - c. Total spent for materials, utilities and summer reading program is less than previous years.
4. Trustees Report
 - a. Steph and Christie are starting to research whether or not the county libraries and the school libraries can share resources. Steph discussed this with the Lancaster Library which currently has a program in place.
 - b. Helen Flynn announced her resignation from the Board of Directors due to being offered a seat on the County Library System Board. She will submit her letter of resignation to Solomon Lausch.
5. Librarian's Report
 - a. The library received reimbursement from the county for the PPE equipment that was purchased.
 - b. The library received a grant for \$650 to cover the summer reading program expenses.
 - c. Christie purchased a laptop for \$75 through her involvement with the Pennsylvania Leadership Academy. Christie will utilize the laptop for working at home and for use in the library.
 - d. The library received \$2000 from the BCCF which has not been allocated at this time.
 - e. Christie and Steph are working with the Schuylkill Valley School District to get each SV student a public library card. This will allow the students to access Overdrive/Libby and Hoopla.
6. Report
 - a. Building and Grounds
 - i. Erica will work on fixing the holes in the screen located in the front window of the library.
 - ii. Sol proposed that the board members prepare to have a discussion during the next meeting regarding the need to repair the asphalt before further deterioration occurs.

- b. Policy Review
 - i. Christie and Kelly developed a COVID-19 Pandemic Face Covering Policy.
 - ii. Discussion regarding this policy included:
 - 1. The library will continue to accept both credit cards and cash for payment of printed material. Christie was considering signing the library up for a free 3-month trial for a printing service. Using this service, the patron could pay for their printed materials through the software on their own personal device.
 - iii. Christie will make changes as discussed and forward the finalized policy via email for board review. The policy was approved by the board pending the changes discussed during the meeting were put in place.
 - c. County Library System
 - i. Materials are being shared among county libraries again. Materials are quarantined prior to distribution.
7. Library Operating Status
- a. The library will open for patrons starting next week via appointment only. Capacity will be no more than 50%. Curbside services will continue to be offered.
 - b. Patrons can sign up online or call and have a staff member schedule an appointment for them.
 - c. Appointments will be 30 minutes for general browsing and 60 minutes for computer use.
 - d. The water fountain will not be available and the bathroom will be locked.
8. Fundraising Letter
- a. Christie proposed soliciting donations for the library via a one-page letter sent by mail. The letter will promote the library's services especially highlighting the contribution the library has made to the community during the pandemic.
 - b. Christie will submit a draft of the letter for board review.
9. Municipal Visits
- a. Christie will research the dates/times for municipal meetings. She will set up the schedule for board members to sign up to attend.
10. SVCL Friends
- a. Mary Kunkle, the Friends representative, reported that the Friends are hoping to hold a book sale at the end of September. They are considering modifications such as holding the sale outside and selling whole bags of books.
 - b. Other potential fundraising ideas include a food truck fundraiser and sandwich sale.
 - c. Erica discussed the potential for having a Friends group membership as a fundraiser. This membership would include special library perks such as early admission to the book sale. She also discussed offering book bundles for sale online through the library.
11. Other
- a. Christie discussed adjusting her schedule due to childcare issues (her children's school will be going virtual). She will split her work week between home and the library. She approximated that she will be physically in the library 2 days per week. The board voiced their approval.

- b. Upon Helen's resignation, the board will have one vacancy to fill. Also will need to determine Kathy Gerber-Fegely's status due to her lack of attendance recently.
 - c. Sol will be the chair for the upcoming Nominating Committee.
- 12. Next meeting will be September 9, 2020.
- 13. Adjourned at 8:32pm.