

Exeter Library Association Board Meeting

June 8, 2020

Roll Call Attendance:

Heather Saboori Present

Jacki York Present

Todd Dierkscheide Present

Liz Stavenski-Bell. Present

Denise Darrah. Present

Cortney Bowman. Present

D. Michael Bennethum. Present

Mandy Stanley Miller. Present

Others in attendance

Mallory Hoffman. Present

Darlene Mest. Present

- I. Meeting Called to Order at 6:34 by Heather Saboori
- II. Welcomed Mandy Miller and Cortney Bowman as new board members.
- III. Approval of Minutes – May 11, 2020

Motion by Liz, second by Michael to approve the motion, Passed
- IV. Library Director's Report

Not much to report

Programming continues to be virtual through zoom

Working on reopening plan
- V. Friends' Report
Charlene Zawaski was not present.
- VI. Treasurer's Report

Todd had sent the report earlier.

Change in the utility of less than \$100. Mallory should follow up on this

When the loan is forgiven, it needs to show up as revenue.

Treasurer's report was accepted.
- VII. Presentation of the Bills

Motion by Liz, second by Mandy to pay the bills. Passed

VIII. County System Update

Mallory has been discussing what needs to be done with curb side pickup after the library reopens. There will be a slow rollout. Mallory has been able to find some materials needed for protection in reopening.

Suggestions to ask patrons for wipes. Heather suggested asking the township.

IX. Committee Reports

A. Policy. Nothing

B. Advocacy. Nothing

C. Fund-Raising

Get donations of old shoes. We would get \$0.40 a pound for that donation. Suggested by Charlene Zawaski

Popcorn fundraiser

Sweet Ride fundraiser Mallory will reach out to the owner

Exeter Family Diner

Chick Fil A

Reading Phillies

Red Robin (gift card)

Texas Roadhouse

Also continue to look at sponsorships

Looking to get back to figuring out 1 to 3 fundraisers a month.

Mandy suggested Moe's in combination with Sweet Ride. Everything pre-paid and ordered on line. Mallory will follow through on this idea.

D. Personnel Nothing new

E. Property. Air conditioning units were replaced in April/May . Warren replaced ground faults in the kitchen and in the program room kitchen paid for by the township
Question about the bees at the entrance. We do have a contract with bug guys who come every 6 months.

F. Finance

In the middle of the audit. Everything has been turned over. Signed copies were given on Friday by both Jacki and Todd.

Payroll Protection: Trump just signed a change in regulations that will make it easier for us to get 100% forgiveness. Timeline expanded for us to apply.

Should start thinking about the 2021 budget. Finance committee may meet in July.

Heather thought that the new rules were only apply for the third round recipients.

Mike said that is true for some of the changes. Mallory is going to check on this in a meeting tomorrow

G. Search

One candidate, just need a spot. Hoping that we can meet with her in person.

X. Strategic Plan Update

Will get this as soon as things calm down

XI. Unfinished Business

Todd attended a board decision making program. He will get the information to us. May become an entire board training.

XII. New Business

Reopening plans

We did get a hard copy from Mallory

Starting Monday June 15th, remain closed but the staff is in getting ready

Stage 2: Curbside grab and go by the June 22

Want to get this information out to the patrons so that it can be reshared.

Patrons can only borrow items from our library at this time.

Mallory is asking that we lift the fees. There is a meeting on Wednesday (June 10) of the library staff to discuss and figure things out.

County does have recommendations that are a little confusing that the staff needs to review.

All requests that were there in March, have stayed there.

Present due dates are July 15 and may be pushed back to July 30

All items that are checked in must be quarantined for 3 days.

Mallory will be looking at her orders to make sure they are really things that are needed now. Todd asked her to check on the negative balance in Title Source and reminded Mallory to stick to the budget

Heather asked what budget Mallory has for protective equipment. Some of the items are things they usually purchased, but in a larger quantity. Hopefully it will even out since the library was closed. Cost of the plexiglass was also discussed. We won't need that until we actually open to the public. Question about if the Berks County Foundation about the sneeze guards. There are a lot of guidelines coming in from CDC and the department of Education, and Mallory is working through them.

Question about curbside grab and go and the materials that are out and need to be returned. One of the things Mallory is looking at is having carts in the vestibule for people to return things to and it would be non-contact

There is a document from the county library about reopening, that is attached.

- XIII. Board Member Comment
Anxious to see what the library will look like when it reopens

- XIV. Public Comment
None

- XV. Next Meeting: July 13, 2020 at 6:30. Continue meeting on zoom unless there are changes that we can meet in person. Also concern that our bylaws may need to be changed to allow zoom meetings if we are no longer under a state of emergency

- XVI. Adjournment. Motion by Mandy, second by Jacki at 7:22 pm.