

**Lower Providence Community Library  
Board of Trustees meeting  
July 20, 2020**

**Present:** Nancy Klein, president; Michele Santoro; Arthur Miller; Lisa Bono; Shannon Chase; Tejal Mehta; Karen Stine.

**Approval of minutes:** The minutes of the special board meeting of June 15, 2020 were approved. Also the minutes of the regular board meeting of July 15, 2020 were approved with one correction, adding Michele Santoro to those present.

**Treasurer's report:** A refund of \$300 was received from the wine tasting fundraiser that was cancelled due to the coronavirus outbreak. As of the end of June we have \$67,833 remaining of the \$89,740 federal funds awarded the library for staff support; those funds will be used up with the August payroll. In the meantime, we have cashed a CD for \$105,000 to cover future payroll payments. Marija has also made cuts in the budget that will reduce costs.

**Library director's report:** We have cancelled all public programs because of the pandemic. Our volunteer program is on hold until better days. The circulation staff is doing an excellent job keeping our collection in order in the absence of our volunteers. We had to replace the hot water heater which sprang a bad leak. We also discovered that our water usage has doubled; I am consulting with the Sewer Authority to solve this problem.

**Reopening the library:** With the easing of the pandemic in Pennsylvania, we will offer "Closed Stack Service" to our patrons beginning August 3. Users may enter the building wearing masks, interact with the staff at the circulation desk and obtain books and materials that the staff members will get for them or which they have ordered ahead of time. An area around the circulation desk will be chained off for use. We are continuing to quarantine all returned library materials. We will continue to offer curbside service for patrons who are not comfortable entering the building. Bathrooms will be sanitized during open periods. Patrons will be expected to stay about 5 to 15 minutes.

We hope to go to "Extended Browsing" after Labor Day but that depends on the state of the pandemic and the governor's regulations.

**New Business:** As per Pennsylvania regulations, anyone coming into the library must wear a mask (except children under 2). Marija will write out this regulation and distribute it to the board. We expect to endorse it unanimously.

The board discussed vacation policy for the staff. Marija will canvas the staff and make recommendations as to how staff members can use the vacation time they have earned or be compensated for its loss.

**Committee assignments:** Nancy requested that board members choose a committee assignment; she will assign them at the August meeting. Lisa Bono will leave the board later this year after three years of service.

**Adjournment:** Meeting was adjourned at 8:30 p.m.

*Arthur Miller, Secretary*