

Lower Providence Community Library
Board of Trustees Meeting
Monday, May 18, 2020- 7:00PM
Minutes

Present: Marija Skoog (Library Director), Nancy Klein, Lisa Bono, Karen D'Angelo, Shannon Chase, Tejal Mehta, Art Miller, Peter McFarland, Michele Santoro

Approval of Minutes for February and April, 2020

1. Motion for February approval was made by M. Santoro and seconded by S. Chase.
2. Motion for April approval was made by S, Chase and seconded by M. Santoro

Treasurer's Report: Lisa Bono

1. Income down in February due to expenses related to our Spring Event.
2. Income increase for Books and Materials
3. Checks for music and catering will be voided due to the cancellation of our Wine-tasting Event.
4. Total expenses for this event are estimated to be \$800.00.
5. March income showed an increase of \$15,000.00. Books and Materials and Library Programs contributed to this increase since these resources were not accessed for use. April showed no income from operations.
6. On April 22, 2020, our PPP loan came through for \$89,740.00.
7. In May, the Township gave LPL an additional \$266,000.00
8. Peter McFarland (board liaison to LPL) informed us that fires, emergency calls, and traffic all decreased due to the Township lockdown.
9. Our CD of \$105,000.00 comes due on 6/28/20, and could be used as a backup to our PPP loan.
10. A motion was made to authorize use of PPP for employees' salaries until June 17, 2020. Art Miller made a motion to accept and Tejal Mehta seconded the motion.

Board of Supervisors' Meeting: Peter McFarland

1. Discussion to review and select a consultant for an Open Space Plan - 26% of the land
2. Grant given for access to trails and other open space.
3. New Comprehensive Plane for the next 5-10 years.
4. Bridge over 422 opening postponed until September due to falcons nesting there; also, construction will resume in July over Perkiomen Creek due to nesting bald eagles.
5. EIT may be affected due to unemployment in the township. LPL may see a decrease in amount.
6. No illnesses reported for the Township; Police had a few, but all are presently back at work.

Introduction of Trustees and Liaisons: LPL trustees welcomed two new members: Shannon Chase, Tejal Mehta. A third new trustee, Karen Stine, was absent. Both Shannon and Tejal

expressed an eagerness to participate because of their keen interest in LPL. Karen D'Angelo, a liaison from Montco was also introduced and thanked us for the opportunity to work with our library. Peter McFarland- Chairman of the Board of Supervisors- also expressed his pleasure to be working with LPL. Marija Skoog (Library Director), Lisa Bono, Nancy Klein, Art Miller, and Michele Santoro (present trustees of LPL) also introduced themselves.

Librarian's Report: Marija Skoog- On March 12, 2020, we started our online service once the library had to lockdown.

1. Since that time, 60 patrons applied for new cards.
2. Concierge service set up my Marija and Barbara L. to help patrons with our online service.
3. Kids Korner- a FB group with stories and videos was initiated by Sandy. There are over 100 patrons in this group.
4. Barbara L. has set up the adult online programs: book discussion groups, chair yoga , meditation classes, etc. In addition, Our newsletter is now sent bi-weekly, and the summer reading program will be a virtual one.
5. The Conflict of Interest policy was reviewed and voted on for acceptance. Lisa B. made a motion to accept, and Art Miller seconded the motion.
6. The Records and Retention policy needs reviewing every 3-5 years according to Marija. Karen D'Angelo will send some examples of retention records. Shannon Chase moved to accept and Tejal Mehta seconded the motion.

Reopening Plans for LPL: We are still in the Red Phase of the pandemic. The library will remain closed until Montgomery County enters the Yellow Phase. Marija has come up with a template for the library to use as we start a limited reopening. Plans include six stages of guidance to cover all phases until a full reopening. Guidelines include criteria for social distancing, disinfecting, temperature checks, face masks, gloves, and hand sanitizer use- all procedures are delineated in the charts composed by Marija. These guidelines are thorough and easily understood and expected to be adhered to by staff and patrons. Marija's template and stages of planning take into consideration the safety of staff and patrons. There will be a designated quarantine area in the library once a limited reopening has been announced.

Next meeting is Monday, June 15, 2020 at 7:00 PM.

Meeting adjourned: 8:57 PM.

Respectfully submitted,
Michele Santoro (for Art Miller)