

**Lower Providence Community Library  
Board of Trustees meeting  
June 15, 2020**

**Present:** Nancy Klein, president; Lisa Bono; Shannon Chase; Karen Stine; Tejal Mehta; Art Miller; Peter MacFarland, supervisor's liaison; Marija Skoog, library director; Lisa Yanak, Friends of the Library.

**Approval of the minutes:** The minutes of May 18, 2020, were approved with one change: The bank certificate of deposit in the Treasurer's report was for \$100,000, not 105,000.

**Treasurer's report:** We received less income from the township this month. From the PPP federal funds we received, we can pay one more pay period for the staff. Lisa proposed, Art seconded cashing in the \$100,000 bank CD that is now due and adding that amount to our operating account. Motion passed unanimously. Marija said the staff will apply this week for an additional \$10,000 PHB Coronavirus Aid Relief grant from the state.

**Friends of the Library:** Lisa Yanak reported that the Friends donated \$7000 to the Library that will be used to purchase additional materials. They are determining what to do with gift cards and other items that were donated for the winetasting event that was cancelled because of the epidemic.

**Supervisor's liaison:** The recent windstorm caused power outages of up to five days and some disruption of service in the township. Peter briefed the board on three current planning initiatives of the supervisors: a comprehensive plan for the township, an environmental plan and an open space plan. Qualified volunteers from the public are desired to take part in the environmental and open space planning efforts.

**Library director's report:** To meet the YELLOW state requirements for the pandemic, Marija has reorganized the staff to hold library hours Monday to Friday from 10 a.m to 1 p.m. and Monday to Thursday from 4 p.m. to 7 p.m. Patrons may telephone their requests for books and material to the library and pick them up at the curb or return them at an appointed time. She expects to continue this schedule until Labor Day and has informed the public of this schedule through various media. She reports that many folks she has spoken to are excited that the library is functioning again. Nancy moved that overdue fines normally levied from March 2020 through September 8, 2020, during the pandemic, will be waived. Motion adopted unanimously. Marija stated that the library has switched its credit card system to Square Point of Sale from First Data and is retrieving money unfairly paid to First Data for services that were not provided.

**Policies confirmed:** *Unattended children* – Art moved, Karen seconded; policy confirmed. *Donor and Donations* – Karen moved, Nancy seconded; policy confirmed. *Internet and Computer Use* – Nancy moved, Art seconded; policy confirmed.

**Committees:** Nancy noted that because of the virus emergency committee meetings have been postponed. She said that several committees will get together by the end of the year to continue their work.

**Meeting adjourned at 8:45 p.m.**