

**Lower Providence Community Library
Board of Trustees meeting
August 27, 2020**

Present: Nancy Klein, president; Michele Santoro; Karen Stine; Lisa Bono; Tejal Mehta; Shannon Chase; Art Miller; Marija Skoog, library director.

Approval of minutes: The minutes of the special board meeting of July 15, 2020; and of the regular board meeting of July 20, 2020 were both approved.

Reopening the library: The board approved Marija's plan for an additional reopening of the library on September 8, 2020, following the shutdown for the coronavirus pandemic.. Up to 25 patrons at a time will now be allowed into the library and they may browse in the stacks. All will be required to wear a mask and maintain a safe distance. Recommended browsing time: one hour. The public computers will be available after they have been set up with environware, a new security backup. Library hours will be: Monday to Saturday, 10 a.m. to 2 p.m.; Monday to Thursday, 4 p.m. to 7 p.m.

Treasurer's report: The \$89,740 grant in April from the federal government for PPT has been disbursed for salary payments. Both spring and fall fundraisers that normally would provide additional income had to be cancelled this year because of the pandemic so we may be on track to come in under our budget. However we have received a grant of \$7000 from the Pennsylvania Humanities Council to help with expenses.

Data breach: On August 2, the MCLINC network experienced a data breach. However, only one of our computers was online at the time and was corrupted. This circulation computer was later replaced by MCLINC. To protect our organization in the future, the board approved a 3-year contract with the Carbonite company which will automatically backup all our computers on a continuing basis in Cloud Storage. The discounted cost of the service is \$583 for three years.

Friends of the Library: The Friends are planning an outdoor book sale due to the coronavirus pandemic , a sale that will be held on the library lawn on September 19.

Staff leave schedule: Because of the disruption of the pandemic, the board decided that staff members should use at least half of their 2020 leave by the end of 2020, but could then carry over their remaining 2020 leave into 2021 until June 30, 2021. If not used at that time their remaining 2020 leave will be forfeited but their 2021 earned leave remains available..

Adjourned: 8:15 p.m.

Arthur Miller, Secretary