

**Lower Providence Community
Board of Trustees meeting
September 21, 2020**

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

Approval of minutes: The minutes of August 27, 2020, were approved unanimously.

Treasurer's report: Although the federal PPP funds the library was awarded were used fully by July, and despite the lack of the library's usual yearly fundraisers, Lisa stated that our fiscal position was workable. Other possible grant sources were discussed. Marija stated that the Fall appeal for donations will be going out earlier this year to make up for the lack of fundraising. Motion to approve by Michele, seconded by Art.

Librarian's report: The library reopened in a "first step" move on September 8 after being closed for the pandemic and Marija reported that many patrons were delighted. New hours now are Monday – Saturday, 10 a.m. to 2 p.m.; Monday – Thursday, 4 p.m. to 7 p.m. About a quarter of the patrons, however, continued to use curbside pickup. Four new carts were purchased to handle the materials. Circulation reports that the library has regained the level it had before the library closed in March.

Marija proposed a change in staffing for Saturdays on the weekends. She would assign two competent persons to handle all library duties on Saturdays and would award them an appropriate increase in pay for that time. After a discussion, Marija agreed to come back to the board with a cost analysis and a plan.

A contractor replaced our water meter in early September which should ensure the accuracy of our water bills which have been questionable. The HVAC system also had a problem but a repairman came and greased the pump and the HVAC system began running normally again.

Standing policies: Each of the following standing library policies were approved by the Board to continue: Circulation Policy; Collection Development Policy; Bulletin Board Policy; and Community Room Policy.

Board members: Lisa Bono will leave the board when her term is up in December 2020. Nancy Klein will continue as a board member for another year but must be replaced as president. Art Miller agreed to accept a second term when his term is up in December 2020. Marija agreed to contact former member Ben Simkin to assess his desire to return to the board.

Adjourned: 8:00 p.m.