

**MT LEBANON PUBLIC LIBRARY BOARD OF
TRUSTEES MEETING**

Approved minutes, Tuesday, April 21, 2020, 7:00 p.m.

1. **Call to order:** The meeting was called to order by Ms. Lohr at 7:00 p.m.

Members present: Hillary Lohr, Corey Flynn, Evan Jones, Marcia Taylor, Eve Reynolds, William Pope, Sally Taylor

Commission Liaison: Leeann Foster

Staff: Robyn Vittek

Observers: David McKibben, Keith McGill

2. **Approval of agenda:** Upon motion by Mr. Pope and seconded by Ms. M. Taylor. The April agenda and February meeting minutes were unanimously approved.

3. **Comments from Observers:**

- Keith McGill - As the governor instituted additional restrictions including closure of public facilities went to department heads to focus efforts on essential services and get input from department heads. The choice to furlough staff was a conscious one. We want all our staff back. When restrictions are lifted, we will need time to get people back in and facilities ready to open. Health care is very important to employees, so they get a normal contribution, until the end of July, long term disability for 90 days from the date of furlough. We ran through various scenarios. Taking this short-term step now will put us in a better position in the future.

- Marcia – If the closure extends past May 8th?

- Robyn – The wording from the Commonwealth of Public Libraries is “until further notice.”

- Keith – Re-opening will be staged and incremental.

4. **Commission Liaison:** It’s great to see everyone safe and sound. Thank you, Robyn and staff.

- Commission issued a proclamation for National Library Week.

- HVAC Roof and Solar will be on a new schedule.

5. **President’s Report:**

- Slate of officers:

- o President - Hillary Lohr

- o Vice President - Bill Pope

- o Treasurer - Marcia Taylor

- o Secretary - Sally Taylor

- Upon motion by Mr. Jones and seconded by Ms. M. Taylor, the slate of officers was unanimously approved.

- Meeting Dates for the year

- o Upon motion by? and seconded by ?, to approve dates for the May

2020-April 2021 Board of Trustees meetings was approved unanimously.

6. Treasurer's Report:

- Everything is slightly under 25% which is where it should be. We will know more in the future.
- Asked of Keith - what are you doing about the municipal appropriations, for April, we don't have the same level of expenditures or will it be cut proportionally?
 - o Keith: I should have that information by the end of the week.
- RAD has told some of their assets to expect a 15% decrease immediately. Has the state mentioned adjustments?
 - o Robyn: We have received our state aid for the year. There will be issues for funding next year.

Upon motion by Ms. S. Taylor and seconded by Mr. Pope the Treasurer's Report was approved unanimously.

7. Director's Report

- ACLA/CLP: A task force has been created to review the RAD formula.
- The virtual library services are outlined in a power point in BoardBookIt. It was presented at last week's Commission meeting.
- The Library is currently offering 12 years, 5 days of reference services as well as several e-resources. Small group meetings for board games, knitting, and garden series programs are being hosted via Zoom. Acorn TV has been added as well as Creative Bug.
- National Library Week – Friends of Mt Lebanon Library is hosting a Stay@Home Gala on Read for National Library Day April 23. People are asked to donate \$5 or more and to send in a picture of what they are reading.
 - o Ms. S. Taylor: who gets the Library eNewsletters?
 - You have to sign up.
- Commonwealth of Library said we cannot do the drop off book pick up.
- Not having librarian expertise is difficult.
- Not sure what state report will look like, what we'll need to provide for statistics.
- ACLA is asking that all libraries come back around the same time/same day/same week.
 - o Coordinate delivery services.
 - o May offer curbside services.
 - o Limit 20 people at a time.
 - o Working on a plan as a county as well as a library.
 - Ms. M. Taylor - how does one sanitize a book collection.
 - o Ms. Vittek - America Library Association has sent out advice on book sanitation.

- Mr. Pope – Do you have a lesson learned list.
 - o Ms. Vittek – If this happens again, we can jump right into the current virtual service model.

o National Library Week proclamation by Commission

8. **Committee Reports:**

- Garden Committee
 - o The garden committee recommends postponing the 30th garden tour and hosting a virtual tour. The Board agreed.
- Development Committee o A draft gift policy once viewed by municipal solicitor will be sent to the

Policy Committee to evaluate and determine whether or not to recommend to the Board.

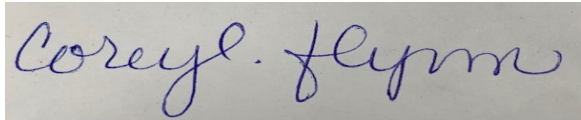
9. **Old Business:**

- Postcard outreach is currently on hold until everyone is back at the library.

10. **New Business:**

11. **Advocacy Moment:**

- Mr. Pope is enjoying his Acorn TV
 - Ms. S. Taylor asked if it is possible to use Lebo Alert to let community know about the virtual services.
12. **Adjournment:** Motion to adjourn by Ms. S. Taylor and seconded by Mr. Pope, the meeting was adjourned at 8:08 p.m.



Corey S. Flynn, Secretary