

**Muhlenberg Community Library
Board of Trustees Virtual Meeting
Minutes July 13, 2020**

Call to order: The virtual meeting was called to order by President Linda Roebuck.

Attendance: Terry Heckman, Joe Yarworth, Diane Benson, Linda Roebuck, Joan Crater, Cathy Meck, Judy Schwambach, Karen Schreiber, Lori Madara.

Absent: Kathy Felker

Also Present: Melissa Adams, Library Director; Eileen Simms, Assistant Library Director; Lee Cranmer.

Consent Agenda:

Library Minutes from June 8, 2020. There was a motion by Joe to approve the Minutes, seconded by Karen. The motion passed unanimously.

Library Report for June 2020. There was a motion by Terry to approve the Library Report, seconded by Karen. The motion passed unanimously.

Treasurer's Report: Was filed for audit.

Correspondence: The Library received a Thank You card from 12 teens, some from the Teen Reading Lounge Program. They appreciated the care packages and all that the Library was trying to do for them during the shutdown.

Library Director's Verbal Report:

Coronavirus Planning - \$1625.57 was reimbursed from the County for COVID-19 related supplies.

Opening to Public in the building –

- Tentatively opening in August
- Be prepared to close again if needed or required
- Many issues with this: safe places for staff to work, bathroom cleaning needs/costs, cleaning in general, reorganizing collection to create spaces for staff to work, removing tables/chairs to discourage lingering, etc.
- When open the patrons will need to: wear a mask, practice social distancing, and limit to 30 minutes in the building, PC use will be limited to 30 minutes as well, no seating areas to help enforce time limits, no toys in children's area, sections of the library will be barred from public for staff area and patrons will have to request materials from those locations.

Laptops previously for patron use have been converted over for the staff to use because they can't share office space and need to social distance.

Melissa feels it's better to not rush into opening because of the new cases that are being reported.

Each library is doing their own thing as far as reopening measures.

Bathrooms will be closed to the patrons until the library can be opened fully with no restrictions.

Joe made a motion to give Melissa the authority to decide when and how to open, and close again when/if needed while trying to avoid having to close again if possible. Karen seconded it. The motion passed unanimously.

Hotspots – The library has 15 Hotspots from TMobile, and more can be added. This is for the community and teens to use. We pay for the internet service and the devices are at no charge. If the device is lost or broken, we can get a replacement at no charge. The device can be turned off if not returned.

PALS (PA Library Association's Academy of Leadership Studies) – Melissa was able to attend the leadership conference virtually. These are one-hour sessions for about six weeks. For joining these meetings our library receives a free laptop for the director along with a headset.

Mask Policy – Melissa has drafted a policy about wearing masks. Karen made a motion to accept the policy, Cathy seconded it. The motion passed unanimously.

Personnel: One employee is working from home because of the mask requirement. She will be back after masks no longer need to be worn.

Tentative resignation of a staff member on August 29, 2020. The date may change. This is the youth services person. This position will not be filled immediately because of COVID and there are no in person meetings.

Old Business:

Riverfest has been canceled.

The Nellie Walter events scheduled for September 15 and October 13 have been canceled. Hopefully we can reschedule them in 2021.

Purse Bingo is canceled.

New Business:

Checking to see if we could have an outdoor book sale outside the library. Melissa will check with the school if that is possible.

We have agreed to a fundraising meeting on August 10th at 6:30 via Zoom to discuss the ways we could still raise some money this year.

Adjournment: The meeting was adjourned at 7:32 p.m.

Dates to Remember:

Fundraiser Meeting

Monday, August 10 at 6:30 p.m.

Next Meeting

Monday, Sept. 14 at 6:30 p.m.

