

FAPL Board of Trustees Minutes
May 19, 2020

The Zoom Web Conference meeting was called to order at 6:30 p.m. Present were Lois Geist, Lee Turner, Laura Walizer, Marsha Anderson, Alexa Schaeffer, Mackenzie Weaver, Library Director Carin Mileschosky, and Business Manager Daniel Hoch

Guests/Correspondence: There were no guests in attendance and no correspondence to be read.

Approval of Consent Agenda Items: A motion was made by Lee Turner with a second by Alexa Schaeffer to accept April's Minutes, Treasurer's report, and Library Director's report. Motion carried.

New Library Space:

1. The majority of the construction will be completed by the end of May. Burkey Construction feels the project should be completed around the first week of June.
2. Signage for the inside and outside of building must still be purchased.
3. A decision must be made on the Donor Wall Plaque design. Carin has a quote of \$6685.00 for a plaque. Engraving and name plates are an extra cost and there would be about a 12 week time frame to get the plaque.

BCPLS Report: The next meeting is Wednesday, May 20th.

Old Business: Discussion was held regarding paid staff sick leave due to the Corona virus once the library is reopened. The discussion was tabled until June to do research to see if we are exempt from the regulations.

New Business:

1. Carin explained her plan for the staff schedule and hours once the library can reopen. During the yellow phase the staff will come back. When allowed, pickup of holds will take place in room 111 with one way traffic in from the parking lot at the rear of the building to the new door to the room and exit from the room through the old door into the hallway. The library will also do curbside pickups when allowed. The library hours will be shortened to allow for cleaning. Carin would like to wait to reopen the library in the green phase until the new space is ready to be occupied.
2. The Library was approved for a loan of \$17,368.00 from the Small Business Administration (SBA) Paycheck Protection Program (PPP) loan program. Now, while this money is designated as a 'loan', the amount we receive will be fully forgiven if we use a minimum of 75% of the funds to keep our employees on the payroll while we are shut down for up to 8 weeks from the date we receive the loan proceeds, and up to 25% can be used for payment of lease/rent payments (Room 111) and utilities (telephone) expenses. Any amount not used for these expenses must be repaid over a 24 month period at an interest rate of 1.000% to the bank. The amount we received would cover about 10 weeks of payroll expense for the Library if we don't use it for anything else. Discussion was held as to whether repay any unused amount or repay it back over a 24 month period at the low interest rate.
3. Carin stated that the county is requiring libraries to adopt a Unattended Children Policy. She presented the policy for the Board's approval. The policy includes a COVID-19 amendment that requires Children ages 11 and over to follow social distancing guidelines and COVID-19 procedures posted in the library. If they do not abide by the guidelines and rules, the library staff will ask them to leave the premises. A motion was made by Laura Walizer with a second by Lee Turner to adopt the Unattended Children Policy. Motion carried.

Meeting adjourned at 7:30 p.m. upon a motion by Alexa Schaeffer and a second by Laura Walizer. Motion carried. Next meeting is June 16, 2020.

Respectfully submitted, Marsha Anderson