

G.C. Community Library

Board Minutes

June 10, 2020

- (1) Board Members attending: Erin Pisano, Vince DiStasi, Heather Leskanic, Lynda Bortz, Mauri Smith, Liz Kingsley, Renee Coyne
Director attending: Amy Gallagher
Employee Attending: Heather Baker
- (2) Erin called the meeting to order at 6:35 p.m. and opened with prayer.
- (3) Minutes from the March board meeting and online videoconference in May were approved. Liz made motion to approve; Mauri seconded.
- (4) Treasurer's Report: Amy provided a quarterly statement of activity summary, noting that all deposits had not been registered. The summary showed total operating expenses at \$1,109.28 for April thru June 10 compared to \$6,804.58 for Jan thru March of this year. PA libraries were ordered to close mid-March by Gov. Tom Wolfe in response to COVID-19 precautionary measures. Total expenditures for GCCL were shown at \$97,394.30 thru June 10. We were able to pay the Evolve expense and are hopeful we will receive the borough's payment. In addition, library staff have received a few checks from the magistrate and a couple of memorial book donations have been made. Mauri made motion to approve the treasurer's report; Vince seconded. Motion carried.
- (5) Library Director's Report (*from Amy*):
 - Amy provided the board with a detailed plan to begin limited in-person browsing at the library starting July 6. We are following guidelines set forth by the CDC, Office of Commonwealth Libraries, and the PA Health Dept. regarding reopening procedures. The **occupancy limit** of the library will be restricted to 40 patrons at one time. The children's area will be limited to no more than 20 people at one time. Also, the library's first hour of business (10 to 11 a.m. M-F) will be designated for those who are of the vulnerable population. **Computer usage** will be limited to 60 minutes per day by appointment only. **Curbside pickup of materials** started June 1 and

is going well for the most part. There were 75 orders handled by staff the first day. We are meeting the state requirement with this service. Returned materials are being quarantined at least 72 hours in order to ensure they are safe to shelve or check out. Board members were in agreement that the plan is comprehensive and should be forwarded to the state as required.

- The rest of the carpeting – plus new flooring at adult computers - is being placed. It will likely take about a week to complete. Placement was initially scheduled for April but had to be postponed due to pandemic.
- We've suspended ordering of books in order to keep expenses at a minimum. Also, they suspended ordering the new stand-alone book drop.
- Amy said they have applied for a \$10,000 humanities grant and will continue searching for additional options toward raising funds. Staff members are not asking local businesses for money because of these challenging circumstances.
- Computers donated from Grove City College have been delivered. Vince was instrumental in having 12 computers donated.
- Adult, children's programming have offered online alternatives to regular programming that cannot currently be offered. This includes Wendy's Monday Night Book Club on Zoom and virtual tech help for patrons as well as Sean's Dungeon & Dragons and pub trivia.

Children's programming (*from Heather B.*)

- Heather has been providing **book recommendations** online to help families as they consider what to read. She is also offering a virtual version of her popular **kids' cooking club**. The club currently has 40 participants, which is more than she can normally accommodate in person. This includes two children who live in Ireland! She has been in communication with an Irish chef who has been sharing recipes online during quarantine. GCCL club members baked his chocolate cake recipe for a recent challenge. Heather said she plans to continue offering the virtual cooking club twice a month

(Wendy helps with filming demonstration) with plans to start an in-house club for older children.

- Plans for an **outdoor storytime at the park** this summer.
- **Fairy garden to-go kits** being assembled. These can be distributed to 15 individuals as part of a special workshop. Also, a Jack & the Beanstalk bean-growing kit is being planned.
- **Summer reading program** is starting later than usual; will have a bingo board format to encourage students to keep up with reading through the summer break. Also, summer reading prize will feature a free chocolate lollipop from Shannon's Kandy Kitchen as way for library to support local business.
- Luke Michael of Northwestern Mutual Investments in GC has provided a **\$500 contribution** to the children's summer reading program.

(6) Friends of the Library Report: Renee said the group had a successful drop-off donation event for used books/materials on June 6. We will do more of these thru the summer, she said. Also, the Ace Hardware fundraiser event that had been scheduled for April is being held now thru July 4. This is an opportunity for customers to "round up" their bill with the extra money being earmarked for the library. The used book sale that is traditionally held the second week of August at the library has been canceled. However, library staff pointed out that the GC Memorial Park offers free pavilion use after Labor Day. This could provide an opportunity to host a book sale in early September.

(7) Unfinished Business: Ford Business has given options for new printers and they have been reviewed with recommendations made.

(8) New Business: Erin recommended \$30,000 be taken out of the library's reserves by the end of this month in order to cover payroll for the next three months. Then, we would anticipate receiving income from the member municipalities. Board members agreed to the proposed transfer of funds.

(9) Meeting adjourned at 7:45 p.m.

Next meeting is September 9.

Minutes submitted by Heather Leskanic, board secretary, on Aug. 31, 2020.