

Mars Area Public Library

Board of Trustees Meeting

15 July 2020

**BOARD ATTENDEES:** Caitlyn Boland (MAPL Director), Nancy Hudac, Rob Vigue, Mary Boburczak, Ed McCaul, Steven Chadwick and Raymond Abate were in attendance. Ida Papik was absent. Due to the Coronavirus pandemic this meeting was held via the internet.

**APPROVAL OF MINUTES:** Mary Boburczak made a motion to approve the minutes as written of the last meeting held on 15 June 2020. Rob Vigue seconded it. The minutes were approved by unanimous vote and will be posted on the website.

**TREASURER'S REPORT:** The Treasurer's Reports for the month of June was presented by Ed McCaul. The Actual Income for June was \$1408.06, putting MAPL over budget on expenses due to the costs for painting, new carpet and the Coronavirus pandemic. The Net Ordinary Income for the month was listed as (\$22,370.66). When the PPP loan for the pandemic comes due the loan is expected to be forgiven. Only a small amount of interest was earned on the Money Market. A motion was made to accept the Treasurer's Report by Ray Abate and Steve Chadwick seconded it. The motion passed unanimously.

**LIBRARIAN'S REP/RT:**

The Library has been providing a contactless book pick up service as of June 8<sup>th</sup>. We are making special accommodations such as offering a 'book bundles' service for young readers without specific titles in mind. The picture book bundles were so popular that we've expanded to also offer this service for easy readers and juvenile fiction.

All book returns continue to undergo 3 day quarantine upon return based on a released scientific study that indicates COVID-19 is gone from all common library materials after that wait period.

Summer Reading continues through Beanstack, our new online reading challenge app, and will run through August 15<sup>th</sup>. Participant numbers are lower than a typical year but that is to be expected with the pandemic. Number of registrants so far: 127 as of 1pm today

Virtual Programs continue to be offered on our website. Our staff are also creating weekly craft grab bags for kids and Jen worked with Adams Park to create a storywalk in the park. She will be doing so again through downtown Mars in the near future.

The Mars Area Public Library is working with CapiraReady on a library app for self check out, account access, catalogue, and upcoming events. Facebook poll said 91% would use an APP in self-check out.

New Castle Library District has had a significant financial set back due to the state approval for only a partial year budget. The District had to make a number of cuts including limiting our Interlibrary Loans to 50%, cutting all funding for e books, and canceling our subscription to OCLC which allows our librarians to download catalog records. We are working on temporary solutions to these setbacks.

**BCFLS:** The last meeting was a run down on the progress of each participating library and how they were handling the pick-ups and drop-offs.

**BUILDING AND MAINTENANCE:** Painting and carpeting is to begin 7/21/20. An outside water source is needed for the Master Gardeners. One estimate was \$1200. Discussion ensued about the need to secure the water tap from misuse.

**HUMAN RESOURCES AND PERSONNEL:** There was no new news to report.

**PLANNING /FUND RAISING:** An introductory letter was sent to the Mars Area Superintendent to encourage discussion on how the MAPL could best serve the students in his schools. A Go Fund Me page was started to benefit the furniture purchased for the Teen section of the Library. Thus far \$750 has been donated. Another Community Survey is being considered in order to better represent community needs in the 5 Year Strategic Plan.

**NEW BUSINESS:** Three bids were examined for CPA services. Bonus CPA was the lowest bid. A motion was made by Rob Vigue to authorize Bonus CPA to engage in services not to exceed \$2800. This motion was seconded by Ray Abate. All were in favor.

Discussions ensued regarding the use of the MAPL facility for outside rentals. Social distancing guidelines must be adhered to. Permission for outside groups to rent space needs to be withheld until further CDC guidelines permit. Options were discussed, such as relocating furniture, allowing buffer time to clean and sanitize, early staff arrival, early close (for cleaning purposes), books need to be wiped down before reshelving, wearing masks, etc. Discussion also centered around the benefit of masks vs. face shields vs see-through masks.

**OLD BUSINESS:** There was no old business.

**Next Meeting Date - Monday 8/17/2020 at 7:00 pm**

**ADJOURNMENT:** Ed McCaul made a motion to adjourn at 8:20 p.m. and move to Executive Session. This was seconded by Rob Vigue. The vote was unanimous.