

Mars Area Public Library

Board of Trustees Meeting

18 May 2020

**BOARD ATTENDEES:** Caitlyn Boland (MAPL Director), Nancy Hudac, Steven Chadwick, Rob Vigue, Ida Papik, Mary Boburczak and Ed McCaul were in attendance. Raymond Abate was absent.

**APPROVAL OF MINUTES:** Ed McCaul made a motion to approve the minutes as written of the last meeting held on 20 April 2020. Mary Boburczak 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 April was presented by Ed McCaul. The Actual Income for April was -\$56.30. Expenses were listed as \$14,749.38 (\$7,367.28 over Budget). The Net Ordinary Income was listed as (\$14,805.68.) A motion was made to accept the April Treasurer's Report by Mary Boburczak and seconded by Nancy Hudac. The Treasurer's Report was approved.

**LIBRARIAN'S REPORT:**

Beanstack - our new online reading challenge platform has been set up and the Summer Reading Challenges are ready to go. Staff is in the process of training how to use this new tool.

We will be able continue to use it throughout the year for additional reading challenges like 1000 books before Kindergarten, etc. We have a 3 year contract with Beanstack.

Staff continue to run virtual programs, attend webinars for continuing education credits (when applicable), and attend weekly staff meetings. Staff started coming into the building on Monday, May 18 minimally to work towards reopening and the building project.

Summer Reading will still run June 15-August 15th. Staff have been adjusting original program ideas. We will be hosting story time videos, live programs through Bluejeans such as Teen Advisory Board and virtual reader's theater, To-Go Crafts will be available periodically throughout the summer, and story walks in the parks.

Technology - considering Capira Ready - \$1600 for an app for self check out and curbside pick up, account access, catalogue, upcoming events.

### **Yellow Phase Notes**

- Purchased plexiglass screens for library front desk, thermometer, waiting arrival
- Cleaning supplies/ paper products/soap/sanitizer/gloves continue to be a challenge to source
- Just received Framework from the state with the go ahead to open with caution. Preparing for curbside pick up. We need to coordinate this with the county, allow holds on patron accounts. My goal start date would be June 1 with possible slow down during carpet installation.

**BCFLS:** Steven Chadwick reported no new information to share at this time.

**BUILDING AND MAINTENANCE:** Milliron made the final measurements for carpet at the Library and there will be a 4 week wait for the product. Installation should occur around June 12, 2020. MAPL has paid 50% up front for the carpet/installation/ painting. Caitlyn Boland is working on a new furniture layout for the Library and purchasing at least 6 tall book cases to increase the collection size.

**HUMAN RESOURCES AND PERSONNEL:** Caitlyn Boland reported that there is 1 unhealthy employee (building Cleaner) who has not been released from his Doctor's care. Cleaning responsibilities will fall to the Director until the next Doctor's visit. Steve Chadwick noted the good job the staff is doing in this time of pandemic, particularly the Director for keeping the morale up high.

**PLANNING:** The Strategic Plan will be worked on this year. Ideas will be circulated among the Committee members.

**FUND RAISING:** Due to the Coronavirus Covid-19 Pandemic Fundraising efforts have been postponed. Additional Fundraising efforts will be needed. Creative ideas need to be generated.

**OLD BUSINESS:** There was no old business. PPP went into the MAPL account at the beginning of May.

**NEW BUSINESS:** MAPL has entered into the Yellow Phase with Guidelines from the State Government on the safe reopening of the Library. MAPL is struggling to gather the necessary PPE supplies for staff. FBC Chemical Corp. can supply hand sanitizer and some extra masks for the staff.

**PUBLIC COMMENTS:** There were none. This meeting was conducted through Zoom.

**Next Meeting Date - Monday 6/15/2020 at 7:00 pm**

Respectfully submitted,

Nancy E. Hudac

Board Secretary