

Mars Area Public Library

Board of Trustees Meeting

21 September 2020

BOARD ATTENDEES: Caitlyn Boland (MAPL Director), Nancy Hudac, Rob Vigue, Ed McCaul, Ida Papik, Mary Boburczak, Steven Chadwick and Raymond Abate were in attendance. The meeting was called to order at 6:58 pm.

PUBLIC ATTENDEES: Frank Haustovich

APPROVAL OF MINUTES: A motion to approve the minutes of the last meeting held on 17 August 2020 was made by Ed McCaul and 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 August was presented by Ed McCaul. The Actual Income for August was \$1,502.74, putting MAPL under budget by \$43,305.93. Expenses for the month were \$15,416.49, under budget by \$6,700.17. The Net Ordinary Income for the month was listed as (\$13,913.75). The Year-To-Date income was noted as a \$145,004.24. There was a reduction in contributions from municipalities (Adams Township, Middlesex Township and Mars Boro) this month because they have not been received as of yet. Expenses are under budget. MAPL anticipates forgiveness of their PPE loan. MAPL is on solid financial footing. A motion was made to accept the Treasurer's Report by Ray Abate and Ida Papik seconded it. The motion passed unanimously.

LIBRARIAN'S REPORT:

The Library has been open as of Monday, August 10th on a restricted hours schedule. We are using the extra hour in the morning to prepare all book pickups for the day before opening the building to minimize patron interaction and the hour at the end of the day to allow for extra cleaning performed by staff. Based on staff feedback of how long it takes to clean as well as patrons indicating 6pm closing time can be difficult, we will be keeping the library open an extra half hour every day starting today, September 21st.

Computers are still by appointment or walk in (if available). We have 2 computer stations available with 6 feet distance in between. Staff wipe down the area after each use.

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

All children's room toys are being stored in half of the Community Room along with the quarantine items.

Foot traffic has been picking up as word spreads that we are open. It is still at reasonable and acceptable numbers.

The Mars Area Public Library is still working with CapiraReady to set up a library app for self-checkout, account access, catalogue, and upcoming events.

The PaLA conference is being held virtually this October. Because there is no travel expense needed, Sarah, Jen and myself are able to attend. In addition to staying relevant in the Library world, PaLA events count towards continuing education credits required by the state.

Programs for this fall include 4 new reading challenges available through Beanstack. Weekly craft kits for kids. Monthly craft kits for adults, virtual teen programs, virtual story times, 2 story walks (fall themed one in Garfield and Halloween themed one in Adams) as well as weekly story times at Garfield Park. Registration is required and limited.

HR: In the next few weeks, we will be welcoming Aspen Wilson to our team. Aspen is a senior at Mars High School. She has been coming to Sarah's teen programs since she moved to the area 2 years ago. Her interests include dogs/dog grooming, robotics, visual arts and reading YA fantasy. She is very knowledgeable with computers, an avid library enthusiast and I think she will be an asset to our team.

BCFLS: The meeting was held on 9/16/2020 to review the annual audit. Each Library talked about their re-opening status.

BUILDING AND MAINTENANCE: The Director reported that community feedback has been positive regarding the recent renovations. High praise was given to the staff for their help and assistance in this matter. Plumbing bids have been received and reviewed and the work will be assigned to the lowest bidder.

PLANNING /FUND RAISING: Approximately 150 responses have been received for the newest survey. It will remain online until the end of the month. The Annual Campaign draft letter has been circulated among the committee members. The Teen Room Go-Fund-Me yielded \$750.

OLD BUSINESS: Prior to the pandemic room rentals were on a full schedule. At this time the maximum number for the headcount per square foot will be investigated before even a partial number of room rentals are scheduled. Reopening will be cautiously followed. Input from staff is essential regarding the size of the party renting the space.

NEW BUSINESS: None

PUBLIC COMMENTS: Frank Haustovich questioned the purpose of the Community Questionnaire. Discussion and explanation ensued regarding fund raising.

Next Meeting Date - Monday 10/19/2020 at 7:00 pm

ADJOURNMENT: Ed McCaul made a motion to adjourn at 7:52 p.m.. This was seconded by Mary Boburczak. The vote was unanimous.

Respectfully submitted,

Nancy Hudac

Secretary, Mars Area Public Library