



BRADFORD AREA PUBLIC LIBRARY
Regular Monthly Trustees Meeting
March 16, 2020

I. Call to Order: Establish a Quorum

Chairwoman Lorna Smith called a meeting of the Trustees of the Bradford Area Public Library to order at 5:00 PM in the Carnegie Room of the Library. A quorum was reached.

Present: Lorna Smith, Dara Signor, Chris Minich, Neil Rinard, Amy Fox, Kristen Tim, Carol Wurster, and Lacey Love.

Absent: Dan Minich

Excused: Tina Martin

II. Consent Agenda

The minutes of the February 24, 2020 Board of Trustees meeting were presented with no corrections or additions.

Financial Dashboard Reports. Amy gave brief highlights of income and expenses reflected in the budget.

A motion was made by Amy to accept the Consent Agenda; seconded by Carol. Carried unanimously.

III. Information Items

A. Executive Director's Report

- In light of the Corona Virus, Covid-19, and under orders from the Office of Commonwealth Libraries, all libraries in the state of Pennsylvania are now temporarily closed until March 29. This includes the Bradford Area Public Library. In addition to closing to the general public, Lacey has cancelled all volunteers, events and scheduled meetings, cancelled the Teen Book Club scheduled author visit, and notified the public that all fines will be suspended for any checked-out books that are at present or will become overdue during this period, and encouraged people to obtain e-book reading material through Overdrive, which is a digital library lending program. Books can still be returned through the outside book drop.
- The question of paying employees during the shutdown was discussed. Lacey pointed out that the library is not dependent upon walk-in customers; rather, funding is from federal, state, and local sources and donations. Salaries are already budgeted, so staff will be paid as usual. She is going to ask staff members if they would come in on a staggered basis (due to social distancing requirements) and help with inventory, weeding of old books, deep cleaning, and other projects in the library, etc.
- She has cancelled Courtney Stevens the Young Adult Book Author Visit this year which was scheduled for April 5, 6 & 7th. Her air fare and speaker fee may have to be refunded.

- The new Marketing staff member has been hired; it is Janelle Nolan. She was due to begin her duties today, March 16. Lacey asked the Board's opinion on whether or not she should have Janelle come to work, at least on a part time basis, during the shutdown, or postpone her start date. The Board agreed to ask Janelle to come in and she will be paid.
- The library is a member of the Complete Count Committee of the 2020 census but use of the library computers and internet will be delayed until the end of the shutdown.
- In regards to removing the trust from PNC bank to CNB Bank, attorney Dan Lang of Lang & Hvizdzak has been contacted and is interested in taking the case. He will be contacted later with more details.
- On another note, in regards to the HVAC maintenance renewal contract with U & S Services, Inc., Lacey contacted two other companies but was not impressed with the results. She would like to stay with U & S for a variety of reasons. This would be a three year contract. Chris made a motion for the library to stay with the same company for preventive maintenance at a cost of \$2900 per year. Seconded by Lorna; carried unanimously.

B. Chairperson's Report

Steve Hardin, a former Board of Trustee member, has retired from UPB, sold his house, and will be leaving the area. Lorna suggested donating a book to BAPL in his honor; Chris suggested something on restoration, older home renovation, etc., an interest of Steve.

IV. Board Approval

After the board meeting, via email, Chris made the motion to auto pay the routine monthly bills until end of June 2020, at which time the Board will re-evaluate the situation. She also made a motion to hold virtual board meetings for the month of April and May. Tina seconded. Carried unanimously.

V. Adjournment

With no further business to come before the board, Chris made a motion to adjourn the meeting at 5:45PM. Seconded by Neil.

The next meeting is scheduled for April 20, 2020. This will be a virtual board meeting.

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