



BRADFORD AREA PUBLIC LIBRARY

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Regular Monthly Trustees Meeting  
May 18, 2020

**I. Call to Order: Establish a Quorum**

Chairwoman Lorna Smith called a virtual meeting of the Trustees of the Bradford Area Public Library to order at 5:05 PM. A quorum was reached.

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

Absent: Dan Minich, Dara Signor

Excused: Tina Martin

**II. Consent Agenda**

The minutes of the April 20, 2020 Board of Trustees meeting were presented with no corrections.

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

A motion was made by Chris to accept the Consent Agenda; seconded by Kristen. Carried unanimously.

**III. Information Items**

**A. Executive Director's Report**

- Office of Commonwealth Libraries released their official Framework for Reopening Libraries, and Lacey discussed what that meant for BAPL. Libraries located in yellow phase counties are allowed to move at their own pace through the Framework – first allowing staff back into the building, next opening for contactless curbside pickup, and finally allowing limited public access to the library building.
- Lacey updated the Board on what curbside pickup services will look like, beginning Tuesday, May 26. BAPL is opening for curbside pickup in tandem with Hamlin Memorial Library and SW Smith Memorial Public Library, and they are also coordinating temporary restricted lending policies to present a unified front. Requests can be made through the library catalog or via phone, and curbside pickup will be entirely contactless. Patrons will be restricted to five items per library card, and all items returned to the library will be quarantined for 72 hours, per Office of Commonwealth Library recommendations. Adjustments to these procedures will be made as needed.
- All staff will return to their normal hours, and starting Monday, May 25, will start to be paid for actual hours worked. Some questions were raised about the PPP loan.

- Due to current and future restrictions on large gatherings, as well as many local restaurants and caterers experiencing a financial loss this year, it was decided that the annual Taste of Bradford fundraiser would not be held in October 2020. Chris suggested sending letters to last year's vendors to explain the situation, and Lorna suggested holding a virtual basket raffle on the library's website and featuring local vendors to make up a portion of the profits.
- Lacey and the Board recognized that Janelle Nolan, the new Adult Programming and Marketing Coordinator, has been doing a great job on social media and virtual programs. Chris suggested sending a press release announcing her hire to the Era.
- Based on the connectivity survey put out by the library, Lafayette and Corydon Townships have the most unreliable internet connection in the service area. Lafayette Township has agreed to partner with the ITDRC to install a wireless access point to provide internet service in their parking lot. Lacey is waiting for Corydon Township to make a decision and then will schedule the installation.

## **B. Chairperson's Report**

- Lorna inquired about the most recent virtual meeting with attorney Dan Lang. Lacey explained that it was an introductory meeting to explain the Trust and what the Board expected. She sent the additional documents that Dan requested, and advised that he contact Mike Love at CNB for additional context.

## **IV. Board Approval**

There were no items for Board approval.

## **V. Adjournment**

With no further business to come before the board, Amy made a motion to adjourn the meeting at 5:47 PM. Seconded by Neil.

The next meeting is scheduled for June 15, 2020. This will be a virtual board meeting via Zoom.

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