

OAKMONT CARNEGIE LIBRARY
Board of Directors
April 8, 2020
Minutes

Present: Matt Kissane, Katie Lascola, Beth Mellor (non-voting), Shane Michael, Deborah Ormay, Heather Pletcher, Laurie Sliben

Guest: Kathy Schreiber

Chair Laurie Sliben called the meeting to order at 6:33 p.m. The Board welcomed guest Kathy Schreiber, who is a Library staff member.

The minutes of the March meeting were reviewed. A correction was noted in Mr. Little's name from Terry to Jerry. Katie moved the minutes be approved as amended; Matt seconded the motion. There was no further discussion and the motion passed unanimously.

There were no staff reports to review, however the Board discussed questions raised by Dave. What happens when the Library reopens? How will staff and patrons be protected? Will sneeze guards be installed at the Circulation Desk? Beth meets Thursday with the County libraries and will follow up with us regarding their recommendations.

Other concerns about the COVID-19 virus include:

- Will there be a resurgence of the virus in the fall?
- How do we clean and prepare the Library to open to patrons?
- How will Library staff help patrons maintain the 6' social distancing requirement?
- Does the staff want disposable masks and gloves?
- Will the Library will be open just to staff for a few days prior to opening to the community?

The State will provide guidelines and the County will implement them. Beth will follow up with the Board following Thursday's meeting. Beth meets with the Library staff on Friday; she'll follow up with the Board.

The Board reviewed the Director's Report. Beth shared her feeling of pride in the Library staff. She, Dixie, Karen, and Kathy check on the Library to make sure all is safe and secure. They're clearing the book drop. Returned books' covers are wiped with sanitary wipes. They're checking messages. Messages range from patrons not being able to find their library cards to just wanting to talk. One caller suggested the number of book downloads that can be done at any one time be increased from the current level. Dixie has been reaching out and checking on our homebound patrons. The staff are working on virtual programming. Outreach programs will be discussed at the Thursday ACLA meeting.

Beth will check with Borough Manager, Scot Fodi about the tree that needs to be removed. It appears that they're getting ready to take it down.

The Board noted that the FOOLs are not sending their annual letter.

Beth indicated that the building assessment has been put on hold. We've not heard back from WABTEC regarding our grant application. Beth meets with the staff virtually. Baby Lap sit continues to be a

successful program. Karen's Book Buddies had over 500 views and the most recent Baby lap sit program had 362 views. Beth closed her report by stating that the Library wants to connect and help the school and local businesses.

Matt presented the finance report. We are looking at 20% less revenue from regular library use and at least a 40% loss on fund-raising if we don't do ToTT or Booktoberfest. Beth plans to apply for the Payroll Protection Plan at PNC. We will have to show evidence that we spent the money from the Payroll Protection Plan. It will cover our payroll and our bond payment. She plans to apply for an Emergency Disaster Loan, which is a \$10,000.00 grant.

We've reduced expenses related to library operations. Matt figures we'll save approximately \$9,000.00 on operating costs. The Library is not purchasing books or other resources. We are petitioning the State to waive the 12% book budget requirement.

Laurie shared her report. We will move forward with our endowment fund work once the final board member is in place.

The Board talked about fund-raising for 2020. A variety of ideas were offered:

- Revising the annual campaign letter
- Virtual book sale
- Add links to the virtual programs inviting attendees to donate.
- Bike event later in the summer

Beth will look into the library donation day event.

Shane suggested that we have a Love our Patrons campaign, posting a letter to our patrons on our website reminding them that we miss them and want them to be safe – that we look forward to seeing and serving them in person soon.

The annual Hometown Christmas event may provide other fund-raising opportunities such as basket raffles and book sales in the Squirrel's Nest. The Board will discuss this further.

Laurie asked the Board to send their ideas about our Love our Patrons letter to her.

Beth indicated that the Library will receive new PCs mid-May. We will get 23 new computers. They will have bigger screens and run at higher speeds which will delight our gamers. We're getting new mice and keyboards. These computers will go into the teen section. Beth will be the only library staff person on-site during the deployment. Teens will be offered an art class, too.

There being no further discussion, Matt moved the meeting be adjourned; Katie seconded. The motion passed. The meeting adjourned at 7:33 p.m.

Respectfully submitted,

Deborah Ormay
Recording Secretary

