



The October 15, 2020 meeting of the Board of Trustees was called to order by the president, Alexander Grande at 8:02 AM

Members attended virtually through Zoom. Present – Cassie Balzer, Alexander Grande, Darren Johnson, Wendy Leshinskie, Suzi Leonard, Penny Price, Margie Stern, JoAnne Strom, Beth Styer, and Victor Verbeke.

Minutes of the September 17 meeting were reviewed. Motion to approve Penny Price by seconded by Darren Johnson. The minutes were approved. The minutes will now be posted on the website.

Reports:

- Treasurer's Report - The treasurer's report was reviewed. Cash position looks better since municipal monies received as well as book sales restarted. Beth Styer made a motion to approve and Penny Price seconded. The motion was approved.
- Director's Report
 - Circulation down but slowly increasing, visits also increasing
 - All programs, children's, teen's and adult's, continue to be held virtually. Discussion ensued regarding attendance to programs, how the state requires accounting for these programs and costs involved.
 - Book a Librarian - Robbie provided a live virtual outreach program to MCIU PreK Counts.
 - 2 hour reserved study room hours started mid-way through the month, reservations can be made online.
 - Starting in November 1, Saturday hours will be extended from 10 until 5.
 - OverDrive purchasing RB digital.
 - Development Officer Hiring - Phone interviews with 3 candidates conducted virtually and one in-house. In person interviews will be held shortly. Expect to hire shortly
 - Meetings held to urge Commonwealth to restore library funding.
 - Copier contracts being reviewed.
 - New phone system – working on final installation.
 - Annual appeal will be sent out soon.
- Monthly Statistics – Monthly visits and circulation are increasing but significantly lower than last year.

- Report to the Municipalities – emphasis on upcoming adult programs of interest

Committee Reports

- Facilities
 - HVAC - Contract with Ross Equipment sent written termination. Bergey's Electric will take over HVAC units. They will evaluate, complete any necessary service, cleaning and repairs on a discounted time and materials basis. New contract will begin in 2021.
 - Roof - 1 new minor leak in the staff bathroom. Monitoring situation.
 - Eagle project- Facilities committee reviewed project. Sidewalk complete. Finish work remains as noted by the facilities committee.
 - Book Return Drop will be replaced with new unit in the next week pending delivery.
- Foundation of Friends – At the October 7 meeting, Betty Llnko joined the Board. Foundation continues to work on a Memorandum of Understanding between the Foundation and the Board.
- Personnel - Personnel Committee met with Margie to review goals. Goals reflected situation before and after pandemic. Formal evaluation process begins in November.

Old Business

- Memorandum of understanding for Development Officer in process. It will be voted on at November meeting.
- MOA with local police department does not need to be submitted every year according to the Telford Police Chief, Randy Floyd.

New Business

- Board Resolution for the Waiver of Standards – IVPL always exceeded commonwealth standards. Basic waivers were submitted due to restrictions caused by COVID. Resolution to approve the waiver of standards Beth Styer, second by JoAnne Strom. Resolution unanimously approved

There being no public comment, the meeting adjourned at 9:02

Respectfully submitted,
Catherine S. Balzer

**Next Board meeting:
Thursday, November 19, 2020**

8:00 AM