



The November 19, 2020 meeting of the Board of Trustees was called to order by the president, Alexander Grande at 8:00 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 October 15 meeting were reviewed. Motion to approve by Beth Styer seconded by Victor Verbeke. The minutes were approved. Minutes are now posted on the website.

#### Reports:

- **Treasurer's Report** - The Treasurer's report was reviewed. The commonwealth distributed 2021 disbursement early. Monies must be held until appropriate year. Limited income received. One municipality has not paid their contribution for the year, this will be checked. Beth Styer made a motion to approve and Victor Verbeke seconded. The motion was approved.
- **Director's Report**
  - All programs, children's, teens and adults, continue to be held virtually with a wide variety of programs for all interest levels.
  - 23 adult programs with 481 participants were held in October.
  - IVPL received a grant from TechSoup to purchase security hardware and software.
  - 2020-2021 Annual Appeal - 22,416 solicitations mailed, monies being received.
  - Staff continues to attend online training sessions and participate in workshops
  - Two (outdoor) book sales in October, making \$2207.90.
  - IVPL received a \$5,000 grant from the Redevelopment Authority of Montgomery County for the MontcoStrong Non-Profit Resiliency and Restoration Grant Program.
  - Pandemic – a new schedule created in case IVPL needs to return to curbside delivery. Numbers for our area are being monitored. Decision will be made by individual library.
  - Nick Hagdorn hired as new development officer. Previous work in academia.
  - New phone system being installed. New copier contract in place.
  - Annual appeal at this point \$22,000+
- **Monthly Statistics** – Monthly visits and circulation holding steady, digital/ebooks increasing.
- **Report to the Municipalities** – Focus on the Annual Appeal

## Committee Reports

- Facilities
  - New Book Return Drop installed.
  - Received inspection report for Rooftop HVAC units from Bergey's Electric.
    - Filters were replaced, refrigerant was a needed and added, coils were checked and cleaned where necessary, broken condensate trap was repaired.
    - Parts needed to complete work on a non-operating fan motor and circuit board and replace a missing filter assembly.
    - Total for all estimated at \$2100.
    - Bergey and Good will both quote new annual service contract in early 2021.
  - Facility Committee will help with Keystone Grant work once packet arrives from Commonwealth, if requested. Estimates from roofers last fall were between \$135,000 and \$209,000. Grant amount \$97,480. Timetable mandates that the project must be completed within 18 months. (by Spring 2022)
- Foundation of Friends' Meeting schedule established. Future meetings will be in December or possibly January.
- Personnel - Formal director evaluation will be in December.

## Old Business

- Memorandum of Understanding between the Foundation of Friends and IVPL Development Victor Verbeke moved to approve the motion and JoAnne Strom seconded. The motion was approved

## New Business

- CARES ACT District Grant
  - Disposal of Surplus Equipment or Materials
  - Bid and Procurement Policy When Using Federal Fund
  - Cash Management Policy
- 2021 Budget Challenge to balance budget with reduced income. Discussion ensued on how to possibly handle challenges.

9:17 Executive Session to discuss items under state sunshine law

9:32 Executive session ended.

There being no public comment. Beth Styer moved for adjournment at 9:33 and Suzi Leonard seconded.

Respectfully submitted,

Catherine S. Balzer

Next Meeting: December 17, 2020