
Board of Trustees

Meeting Minutes. Meeting held via Zoom
June 11, 2020

Attendance: Eleanor Schneider, President, Jack Bernstein, Vice President, Miryam Roddy, Secretary, Judy Trichon, Treasurer, Jeff Rubin, Rita Kenney, Mitchell Fink, John D'Ascenzo, Pam Dull, Library Director

Meeting called to order by Mrs. Schneider at 7:32 pm.

Mrs. Roddy made a motion to approve May 2020 Board meeting minutes and special Board meeting minutes from June 4, 2020. Mr. D'Ascenzo seconded the motion. All voted in favor of accepting both minutes.

Public Comment

None

Old Business

Old business was reviewed by Mrs. Schneider, starting with fact that Pam Dull signed a formal letter of acceptance and related terms, regarding the role of Library Director, and her educational pursuits for library certification. **Mrs. Schneider asked for motion to formally recognize Mrs. Dull as the new HVL Director. Mr. Rubin made the motion, which was seconded by Mrs. Kenney. All voted in favor and motion passed.** The members congratulated Mrs. Dull.

Mrs. Roddy shared other old business from the Personnel Committee, related to changes in the Employee Manual to reflect Covid-19 updates. **Mrs. Roddy made a motion to accept new Employee Manual as updated. Mr. D'Ascenzo seconded motion and board passed the new Employee Manual.**

Treasurers Report

Mrs. Trichon shared Treasurer's report. PPP loan is being used from a separate account so it can be tracked. The bookkeeper comes every other week to check the books.

Mrs. Dull asked how the library should address original 2020 budget, before Covid-19 closures, to reflect changes in Friends' funding. It was decided, with Mr. Fink's input, that she and Mrs. Trichon review and adjust the budget this summer. In August, Mrs. Dull will revise budget again with an eye toward 2021 budget.

New Business

Discussion started with Mrs. Dull sharing what staff are doing now that PA is in Yellow stages of business openings. They did a "soft launch" of contactless pickups the week of 6/8; based on patron reservations of specific dates/time slots.

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Cars parked in semi-circle out front and picked up books labeled on table. Staff keeps distance. It went very well, with main opening slated for following week — promoting via all social media pages and website the same. Contactless pickup spots are reserved online via Eventkeeper on the HVL website or by calling. Each pickup slot is 30 minutes and 6 patrons (cars) can choose each slot. No library cards needed when picking up (staff checks books out to patron the morning of the scheduled pickup). DVDs and other non-book item can also be picked up. Only 4 staff members on a pre-assigned team are working reduced hour shifts during yellow phase; 2 additional staff work from home. Three total teams rotate each week on tri-weekly schedule. This scheduling helps ensure social distancing and allows for a 14-day quarantine time. Staff are following new state/federal Covid-19 guidelines such as temperature-taking, mask-wearing, cleaning, and sanitizing guidelines. New professional cleaning company, Pyramid Cleaners, (also used by a high School and a Township) cleans building thoroughly before next shift. All returned books are quarantined 3 days before being checked in.

Mrs. Trichon asked if Mrs. Dull thought the staff experienced any anxiety returning to work in yellow phase, and she said no. Mrs. Dull said the two employee cleaners resigned due to retirement, and one page resigned.

Mrs. Roddy asked if inter-library loans via MCLINC system are still not happening in yellow phase. Mrs. Dull confirmed that is the case.

Mrs. Trichon suggested reminding people that our eBooks can also be reserved, and Hoopla can be used. Mrs. a Dull said she would promote this on social media and on bookmarks she is having made for books picked up.

Director's Report

Mrs. Dull also mentioned as part of her Director's report the new "Tough Topics" informational page that Monica/she created. It contains educational resources that can help educate about race, LGBTQIA+, mental health, domestic violence, child abuse, substance abuse and homelessness.

Mrs. Dull also cited LM school librarians supported HVL by promoting services in their recent school digital newsletters.

Mr. D'Ascenzo asked what the library planned to do in recognizing the Rolf and Tom Weiler, the cleaners who retired. Discussion ensued that board will sign a thank-you card and ask them to attend August meeting to receive card and a Commemorative Plaque recognizing them for their many years of service; Rolf 46 years, Tom 33 years. Each will also have a book added to the collection in their honor.

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Friends Report

No Report.

Township Report

No Report.

School District Report

No Report.

Mr. Rubin asked whether, given a Covid-19 and HVL still in yellow phase, whether there should be a July meeting, which normally is not held as it's summer break. Mrs. Schneider said we can always decide that on an as-needed basis and schedule a meeting accordingly. Mrs. Schneider also said the re-opening committee can continue to meet to prepare for green opening when patrons allowed inside.

**Motion to adjourn meeting made by Mr. Bernstein and seconded by Mrs. Kenney.
Meeting adjourned at 8:21 pm. Next meeting is August 13.**