

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE ABINGTON TOWNSHIP PUBLIC LIBRARY**

Date: February 22, 2021

The Meeting of the Board of Trustees was called to order at 7:02pm.

PRESENT: Brian Mays, Lauren Greaves, Emily Cooper, Joe Milano, Jeff Schaffer, Nancy Wright, Elizabeth (Liz) Fitzgerald, and Ellen Baxter, interim president of the Friends of the Library

PRESENTATION: No presentation this evening

MINUTES:

A motion to approve the minutes of January 25, 2021 was made by Joe and seconded by Jeff. Motion passed.

TREASURER'S REPORT:

- The revised December Treasurer's Report has been submitted and filed for audit.
- In the January report it appears that the checking account on first page is overdrawn, but it's not. We were not able to close out December with the township in time, so we are seeing the expenses on this report but not the appropriation from the township. We will see it corrected in next month's report.
- In the January report you can see the state aid accounted for on page 2.
- After months of errors, we have resumed receiving the appropriate gas bills.
- The January Treasurer's Report has been submitted and filed for audit.
- A motion to update bank signature cards, deleting Mimi Satterthwaite and adding Liz Fitzgerald to the accounts, was made by Brian, seconded by Emily. Motion passed.
- A motion to approve a \$1,500 signing limit for Liz was made by Brian, seconded by Nancy. Motion passed.
- A motion to give Liz a Visa card with the library account, with a credit limit of \$1,500, was made by Brian and seconded by Lauren. Motion passed.

DIRECTOR'S REPORT:

- Liz would like to offer a huge thanks to Mimi for all of her continued help with the Executive Director transition.
- Liz has started a weekly Friday email which has been well-received by staff
- Liz sent out a survey to staff. A few important things came to the surface:
 - There are many combined years of experience at Abington.
 - Staff spoke very positively about coworkers, and there is a strong sense of community among staff.
 - Staff says there is a really great culture at the library. This bodes well for growth and continued building at the library.
- We signed up for a Constant Contact account to send out marketing email blasts. Liz is already thinking deeply about ways to communicate with the community.
 - Showing early success. An email blast about a PAFA event doubled the amount of people registered for the program
- An outdoor Laptop Café for patrons is hopefully on the horizon. This would look like a tent in the south parking lot with laptops and staff out there supporting from a safe distance. This would answer a lot of need in the community. We hope to get it started in April.
- Circulation staff are adapting well to the snow and unexpected closures and are doing a great job handling the upheaval.
- We will be putting additional state aid towards electronic resources in the collection
- From the Children's Department, we had 184 attendees last month for programs.
- 20 new book bundles have been put together for patrons' different needs.
- Steve and Bill are doing an amazing job keeping the building safe, making sure the parking lot is plowed and sidewalks shoveled.

ADULT LITERACY:

- Liz is looking forward to meeting with Elizabeth this week.

- There have been a number of zoom classes this month. It's been a challenge but the tutors are up to it. Elizabeth hopes to hold a training for new tutors in March.

COMMITTEE REPORTS:

- A. Friends – Had February meeting, with Nancy and Liz in attendance. Friends are brainstorming ways to raise money without The Book Cellar. Ellen is compiling ideas and the plan is to figure out what is feasible from a safety standpoint. Next meeting is in May.
- B. Development/Long-Range Planning – Nothing to report
- C. Finance/Investment – Shay/Ollinger Account and Building Endowment Fund are both up since January 1
- D. Executive – Nothing to report
- E. Personnel – A motion to modify the current language in the policy manual on discrimination and harassment to include specific language regarding gender expansive and transgender (GET) patrons and staff was made by Brian, seconded by Nancy. Motion passed.

The issue of implementing an Emergency Work-From-Home Policy was tabled until we can consult with the township.

A motion to change Jeanne Zucker's job title from Library Assistant/Cataloguer to Cataloguer was made by Joe, seconded by Jeff. Motion passed.

- F. Facilities – The committee forwarded HVAC quotes to Rich Manfredi to see if there are thoughts about dovetailing the township's own efforts with ours. We have two options: UV light – one quote, and bipolar ionization – two quotes. We also currently have three quotes for updated security cameras.

OLD BUSINESS:

- n/a

NEW BUSINESS:

- We discussed emergency procedures at the library and the possible need to update procedures, have trainings on procedures, etc.

CORRESPONDENCE: n/a

EXECUTIVE SESSION:

ADJOURNMENT:

The meeting was adjourned at 8:31pm.

Our next meeting is March 22, 2021.

Respectfully submitted,
Lauren Greaves
Secretary