

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

Date: July 26, 2021

The meeting of the Board of Trustees was called to order at 7:09.

PRESENT: Tom Tyler, Lauren Greaves, Joe Milano, Jeff Schaffer, Liz Fitzgerald and Ellen Baxter, president of the Friends of the Library

PRESENTATION: N/A

MINUTES: A motion to approve the minutes of June 28, 2021 was made by Tom, seconded by Joe. Motion passed.

TREASURER'S REPORT:

- In treasurer's absence this month, presented by Dimitra Seiler
- Reviewing the revised 2021 budget
 - Primary change is in net operating receipts
 - Reduced income from fines by 1/3.
 - No longer any rental books
 - We have added income from the meeting room
 - Transfers from special income were increased, due to the reduction in revenue
 - An increase in a few line items from expenses
 - Reduced the Roslyn Branch's electricity budget
 - Additional \$2,000 for periodicals
 - Discontinuing PALINET
- A motion to approve the revised 2021 budget was made by Tom, seconded by Lauren. Motion passed.
- The June Treasurer's Report has been submitted and filed for audit.
 - To note: The building endowment dropped because of the security camera payment (page 1). This is also reflected in the Fulton Bank Building Account (page 2).
 - Appropriation for operating expenses appears over budget (page 4) but it is distributed accordingly across 12 months and it will all ultimately be used.
- Reviewing the proposed 2022 budget
 - The fine revenue is a very conservative estimate, given other libraries going fine free and adopting the "fines are where your feet are" policy, as well as the potential of a COVID-19 resurgence that could cause things to shut down again
 - Anticipating income from lost books
 - Township suggested preparing the 2022 budget with a 3% increase over last year, and this guided the budget creation.
 - Currently the personnel budget accounts for 23 full-time employees.
 - Young Adult Programs now has its own line item.
- A motion to approve the 2022 budget was made by Lauren, seconded by Joe. Motion passed.

DIRECTOR'S REPORT:

- Entire building except Book Cellar is open now.
- Roslyn library is scheduled to reopen on August 9.
- August 14-28, Food for Fines, benefitting the Interfaith Food Cupboard.
- Work continues on the Reprofitting project, and in conjunction Polaris will be down September 1-7.
- We have offered positions to 13 part-time employees. Big thank you to department heads who have been working hard to get everybody on board!
- We have earned our PA Forward Gold Star status! Huge congratulations to the library staff.
- Birding backpacks are almost ready for circulation! Small backpacks that contain a birding book, child and adult binoculars, a notebook and pencil, a map of Montgomery County parks. These are amazing! Bird lovers can also register for the virtual program, "For the love of birds," which begins August 16.
- We are hoping that by Monday, September 13, we are fully back to regular hours.

- We are ending our policy of referring patrons who have overdue fines or outstanding bills for lost and missing items to the Magistrate Court.

ADULT LITERACY:

- Report submitted for the last month. There has been an increase in new students contacting the program.
- New tutor training is scheduled to take place in September.

COMMITTEE REPORTS:

- A. Friends – Friends need to clear inventory out of the Book Cellar so they can start accepting donations again. Thinking of doing a sale in the community room in September, or another outdoor sale — whether the Book Cellar is open in conjunction remains to be decided. The concern is whether or not there are enough volunteers to staff the sale. It's likely some of the Book Cellar volunteers may not be comfortable being in the library at this time due to safety concerns.
- B. Development/Long-Range Planning – Nothing to report
- C. Finance/Investment – Nothing to report
- D. Executive – Nothing to report
- E. Personnel – See below motions
 - A motion was made by Tom to accept the new proposed payment plan for patrons who cannot pay their fines/fees in full at one time, seconded by Joe. Motion passed.
 - A motion was made by Tom to accept the new patron agreement for circulating the birding backpacks, seconded by Joe. Motion passed.
 - A motion was made by Tom to accept the new loan periods, limits, fines and charges as presented, seconded by Lauren. Motion passed.
 - A motion was made by Tom to allow library employees to use their paid time off in one-hour increments moving forward, as opposed to only being able to use full or half-day increments, seconded by Joe. Motion passed.
- F. Facilities – Keystone Grants for Public Library Facilities is now accepting applicants. Submission deadline is October 29, 2021. Liz would like to apply for a planning grant around the building project. Township would need to match grant amount. Township needs all capital requests by August 5.

OLD BUSINESS:

- n/a

NEW BUSINESS:

- n/a

CORRESPONDENCE: included in board packet

PUBLIC COMMENT: Congrats from Diane Moskal on Gold Star. Asked if library will be at Township Night Out, and we will. Recommended putting Friends literature at the table for that event. Regina Litman, also a Friends member, expressed that she is happy to volunteer for Friends or library in general.

EXECUTIVE SESSION: n/a

ADJOURNMENT:

The meeting was adjourned at 9:09pm.
Our next meeting is September 27, 2021.

Respectfully submitted,
Lauren Greaves
Secretary

Addendum

On August 5, 2021, the board held an emergency vote by email regarding the below matter.

From executive director, Liz Fitzgerald:

“The Center for Disease Control’s ‘Interim Public Health Recommendations for Fully Vaccinated People’ calls for fully vaccinated and unvaccinated individuals to wear a mask in public indoor settings in substantial and high transmission areas. On Monday, August 2, 2021, Montgomery County, Pennsylvania, became a substantial transmission area. As such, the Abington Township Public Library requires all patrons over the age of 2, regardless of vaccination status, to wear a mask in order to ensure the safety, health and welfare of our library community. Staff may unmask when in offices that are not shared, or in common workspaces. Masks are recommended, but not required, at outdoor Library programs.”

A motion to approve the updated indoor masking policy per the CDC’s new recommendation was made by Tom, seconded by Nancy. Motion passed.