

Mount Pleasant Library Board of Director's Minutes

June 3, 2020

The mission of the Mount Pleasant Free Public Library is to promote literacy, advance life-long learning and serve as a gathering place for an active and informed community.

Call to Order: President, Christine Williams called the meeting to order at 6:23 pm

Pledge of Allegiance

Roll Call: Present: K. Ceroni, C. Williams, D. Walker, J. Crivella, J. Kapelewski, L. Wilson, J. Landy, Library Director, B. Dawson. Absent: D. Hutter.

Approval of May 6, 2020 minutes- J. Crivella made the motion; D. Walker seconded; motion carried

Change to bylaws- At our May 6, 2020 meeting, Director, Brian Dawson proposed a language change to our bylaws to allow the board to conduct business via phone or video conferencing when circumstances beyond the control of the board may merited such action

Based on Director Dawson's confirmation that he had issued the required publication of the proposed bylaw change to our association members within the allotted time frame, the board voted to accept the revision that follows:

The Board of Directors shall meet in the library monthly for the purpose of transacting business at a time to be determined by action of the Board; the Board shall have the power to suspend any monthly meeting or meetings by vote. In circumstances that are beyond the control of the Board, if a meeting cannot occur at the library, the Board may meet and conduct business utilizing videoconferencing A

D. Walker made the motion to accept the bylaw change; L. Wilson seconded; motion carried.

Approval of May 6, 2020 minutes (recorded by Brian Dawson)

J. Crivella made the motion to accept May meeting minutes; D. Walker seconded; motion carried.

Treasurer's Report:

Treasurer, J. Kapelewski presented the Profit & Loss January through April 2020 and the Balance Sheet Prev. Year Comparison as of April 30 2020

D. Walker made the motion to accept the report; L. Wilson seconded; motion carried.

Committee Reports:

Property: L. Wilson reported that he had cut the grass after he was called by C. Klocek to open the library to turn on the water for the Mount Pleasant Garden Club. Board received assurance from Director, Dawson that grass would be cut on a rotation for every two weeks by Larry Golobish.

Community Outreach and PR: Nothing to report

Strategic Planning: Nothing to report

Technology: Nothing to report

Policy (Nominating) and Governance: Change made to by law to conduct virtual meetings if deemed necessary. K. Ceroni , chair of the committee reported candidate Ann Futcher would be submitting bio to fill board seat vacated by Stacy DiPasquale. Candidate was recommended by two association members on the committee, Mary Jo Baker and Diana Lucia and was approved by board member, Duane Hutter who serves on the committee.

Finance: Nothing to report

President's Report: C. Williams reported to board that checking account at First Commonwealth Bank was opened to deposit \$17,700 from the Payroll Protection Plan Grant our library received. On May 13, 2020, Brittany Dopkowski from First Commonwealth Bank asked K. Ceroni to contact board officers to get signature cards signed in order to open the account. K. Ceroni contacted C. Williams, D. Walker, and J. Kepelewski, got their signatures, and then Ceroni drove the documents to Brittany Dopkowski at the Greensburg First Commonwealth branch on May 15, 2020 so that grant money could be deposited according to bank guidelines. 75% of the grant money must be used for payroll and proper documentation must be submitted.

President Williams asked Director Dawson for an update on reopening plans.

In the process of so doing she requested a weekly update to the board from this week forward.

Director's Report: Dawson reported that he was working with staff on a reopening plan. All who enter would be required to wear masks. He was working on getting staff trained for reopening procedures. He indicated that a protocol would be put in place for curbside pickup and drop off and that there would be specific bins labeled for books entering the library. He said that there would be one person at the desk and one runner. He requested that a half hour closing down time be inserted between shifts so staff members could ready themselves for work shift.

Dawson assured board that all precautions would be taken to quarantine materials according to WLN guideline specifications and that every effort would be made to protect staff and patrons. Dawson assured board that he had disposable gloves and that he had received 250 donated masks from the Westmoreland Department of Emergency management. He also said he had purchased necessary cleaning supplies.

Director Dawson indicated that some employees may not want to return to work. Directors Ceroni and Wilson asked Dawson to please find out for sure who these employees are. D. Walker asked to be notified as to which employees, if any, were not planning to return so that their names could be taken off the payroll list. Director Dawson said he would do that.

Motion to adjourn was made by J. Kapelewski; seconded by D. Walker: motion carried.

Next meeting scheduled for Wednesday, July 1, 2020 at 6 pm at the library.

Submitted by Secretary, Kathleen M. Ceroni *Kathleen M. Ceroni*

President, Christine Williams *Christine Williams*