

Mount Pleasant Library Board of Director's Minutes

March 4, 2020 6:00 PM

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: In the absence of S. Dipasquale and C. Williams, K. Ceroni called the meeting to order at 6:00 pm

Pledge of Allegiance

Roll Call: Present: K. Ceroni, C. Williams, (arrived at 6:05) D. Walker, J. Crivella, J. Kapelewski, L. Wilson, J. Landy, Library Director, B. Dawson. Absent: D. Hutter.

Guest Speakers: Danny Dively, CTFA, Assistant Vice President & Trust Officer, First Commonwealth Bank of Greensburg and Dona DeNaro, Vice President & Senior Investment Officer, First Commonwealth Bank of Greensburg. T. J. Resdorf was also present to introduce himself as the Trust Services Executive, taking the place of Sue Nelson.

Dively distributed most current binder on Bitter and Rose Trusts. He clarified that the Bitner is the smaller of the two trusts. That money from the trust is disbursed four times a year, March, June, September, and December and that the September and December payments are usually equal amounts and that withdrawing from this trust is allowable only if the library is in jeopardy of closing. This account files a 990.

With the Rose Fund, the library is permitted to withdraw 10% of the market value of the principal calculated on the first day of the year.

We will know in mid May of 2020 what amount we are required to withdraw. We can add money to this account and this account files a 990.

Dona DeNaro then presented an overview of our investment portfolio addressing the current market fluctuations given the outbreak of the Coronavirus (COVID-19) in China, the spread of the virus, and the impact of the epidemic overall on the market.

Note: Mr. Landy had to leave the meeting at this point.

Executive Session: The board went into an executive session. Director Dawson and B. Wilson were asked to step out of the room.

The executive session ended and there was a return to the regular public meeting.

Chris Williams presented Stacy DiPasquale's electronic resignation from the board. L. Wilson motioned to accept; J. Keplewski seconded; motion carried.

K. Ceroni moved that Chris Williams accept the office of President; L. Wilson seconded; motion carried.

L. Wilson moved that Dale Walker accept the office of Vice President; K. Ceroni seconded; motion carried.

Approval of February 2020 Minutes:

J. Crivella motioned to approve February 2020 minutes with corrections; D. Walker seconded; motion carried.

Treasurer's Report:

Dale Walker stated that if we had not received the State Aid, we would need to move money to increase our cash flow. B. Dawson would verify that the payment was received and update the board.

Walker motioned to accept the treasurer's report; L. Wilson seconded; motion carried.

Director's Report:

- Addressed steps being taken to mitigate corona virus threat ie. disinfecting more often and frequent wipe down of computers, etc.
- Addressed downloading a PDF file from Ohio National Insurance Company to close out annuity policy
- Notified board that we can receive donations collected from Amazon Smile. (How do we alert people to consider naming the library)?
- Director Dawson met with Phil Koch of the Community Foundation of Westmoreland County regarding the possibility of establishing a foundation. B. Dawson will set up a meeting with Mr. Koch and the Finance Committee.

Committee Reports:

- **Finance:** Dale Walker addressed issue of the approved 3% raise for staff. Walker moved that this increase go into effect on June 1, 2020; L. Wilson seconded; motion carried
- **Development and Special Events:** Nothing to report
- **Policy (Nominating) and Governance:** B. Dawson suggested that by laws should be reviewed by mid- summer. Also, all board members are required to sign yearly Conflict of Interest Policy. This needs to be completed by D. Hunter and J. Landy.
- **Property:** L. Wilson reported that one of the older toilets in our library needed new parts and is now working properly. All plaques have been re-hung. On one of our rare snow days, Wilson reported shoveling snow on library property.
- **Community Outreach and PR:** B. Dawson reported submission of Kakos Grant and spending \$743 of the \$750 grant money for the following items for the Children's Garden: topsoil, seeds, plants, cement, and praying mantis cases. Decision made in consultation with Rose Eckman, our children's librarian.

Community Project: B. Dawson reported on working on a grant for the National Network of Libraries; Stop the Bleed.

- **Technology:** Still waiting for printer installation which requires coordination with Ken from WLN and representative from Ford Company from whom the machine is being rented. According to Director Dawson, no money has been paid for the service since the machine has not yet been installed.
- **Strategic Planning:** Board to read Harwood book and begin planning.

Guest: Bonnie Wilson reported that Friends were well on their way to finalizing all details for the Spring Fling Vendor Show to be held at the library on Sunday, March 29, 2020.

Unfinished Business: Topic of who should possess keys to the library was revisited. Motion was made by K. Ceroni that only those employees eighteen years or older should be eligible to possess a key to the building; L. Wilson seconded the motion; motion carried. We did receive verification from Hauser Insurance that there were no restrictions on issuing the keys to staff.

Camera Policy was presented. J. Kapelewski moved that it be accepted as presented; D. Walker seconded; motion carried.

Adjournment: L. Wilson moved to adjourn; seconded by J. Kapelewski; motion carried. Next meeting date, April 1, 2020 at 6 pm.

Submitted by Kathleen M. Ceroni, Secretary

Kathleen M. Ceroni

President, Christine Williams

Christine Williams