



The September 17, 2020 meeting of the Board of Trustees was called to order by the president, Alexander Grande at 8:00 AM

Members attended virtually through Zoom. Present – Cassie Balzer, Alexander Grande, Darren Johnson, Wendy Leshinskie, Suzi Leonard, Penny Price, Margie Stern, Beth Styer, and Victor Verbeke.

Absent – JoAnne Strom.

Guest: Greg Ede, Styer & Associates, and Angela Buckley, Youth Services.

Auditor Greg Ede – shared with the BOT that IVPL had a clean audit. IVPL has a strong asset position with revenue up a bit for 2019. Souderton made 2 4th quarter contributions. Monies previously held by the CDC were transferred to Foundation of Friends account. Management letter notes deficiency of cash register receipts at front desk. Front desk must be aware of problems.

Unattended Children Policy– – Members of the staff, Angela, Robbie and Nicole, looked at similar policies of local libraries and Commonwealth law and developed the proposed policy. Members of the BOT agreed that the policy needs to clarify the procedure for violation. Penny Price made the motion to approve the policy, Beth Styer seconded. The motion was approved.

Minutes of the July 16 meeting were reviewed. Motion to approve by Beth Styer seconded by Wendy Leshinskie. The minutes were approved.

Reports:

Treasurer's Report/ Financial Statements

The treasurer's report was reviewed. Expenses are constant but revenues are down. Wendy Leshinski made a motion to approve and Beth Styer seconded. The motion was approved.

Director's Report

- Circulation down -46.64% as compared to last year but slowly increasing
- All programs, children's, teens and adults, continue to be held virtually. While staff offered a variety of programs, attendance at children's programs decreased. Staff will continue to reevaluate virtual programming.

- Phone and internet systems are failing. Providers have been onsite trying to fix. Discussion of future cyber security ensued.
- Two new circulation staff have been hired.
- On September 24 a book sale will be held outside under a tent maintaining safe procedures.

Monthly Statistics – Monthly visits and circulation are increasing. Study rooms will be available to reserve for 2 hours.

Report to the Municipalities – emphasis on grant applications and monies received.

Committee Reports

- Facilities

- In July air filters were upgraded to from Merv 2 to MERV 11 on all rooftop air handlers. (by Ross Equipment). Due to ongoing problems with Ross and their poor service work, the committee is in the process of changing vendors. Quotes from Bergey Electric and Goods will be reviewed.
- Cooling problems in the staff work area required a new thermostat which was installed by Wayne Bader.
- Another new roof leak (location: Children's library) in August required patchwork by Banes.
- Eagle Scout candidate and father conducted an onsite review of the site layout for paver walkway project. Facilities recommend marking that unmarked paved area with a NO PARKING designation for easier access to walkway. It is not currently lined for parking space. River rock will be used in beds due to very dry condition.

- Foundation of Friends

- Victor Verbeke announced Betty Linko's appointment to the Foundation board.
- Foundation will provide 50% of the salary of the new Development Officer. That development officer will provide 50% of their time and services to the F of F. The board approved the expenditure of the remaining 50% salary of the salary.
- F of F is working on a Memorandum of Understanding between the Foundation and the Board.

Personnel - Personnel will be meeting with Margie to review goals, before and after pandemic.

Old Business – Phone system – see above

New Business –

- Unattended Children Policy - see above.
- Memorandum of Understanding Development Officer – see above.
- Memorandum of Understanding with Telford police needs to be reviewed.
Question arose: “Does MOA need to be extended to other police departments”

There being no public comment, the meeting adjourned at 9:14

Respectfully submitted,
Catherine S. Balzer

**Next Board meeting:
Thursday, October 15, 2020**