

**Western Allegheny Community Library**

April 13, 2020

Meeting Minutes

**Virtual Attendance:** (This meeting is being held via ZOOM due to the COVID-19 Stay-At-Home Mandate). Loretta Hennemuth, Terri Conosciuto, Amy McDonald, Patty Giura, Pam Perry, Erin Carlisle, Tim O'Sullivan, Bill Stout, Barb Piskorik

**Call to Order:** Board meeting was called to order at 6:35pm by President Terri Conosciuto

**Motion to approve agenda:** Bill first; Tim second. All were in favor. Motion carries

**Approval of minutes from February meeting:** Tim first, Erin second. All were in favor. Motion carries

**Approval of minutes from March meeting:** A motion was made to correct the March minutes to accurately reflect that the Memo of Understanding from the Book Bus agreement is not valid currently. Barb voted to approve the minutes as corrected. Patty seconded the motion. All were in favor. Motion carries.

**Approval of February Financials:** Motion to approve February financials made by Erin and seconded by Bill. All were in favor. Motion carries.

**Approval of March Financials:** March Financials are not complete and will be sent at a later time.

**Library Director's Report:** As of March 17, all staff has been working from home due to the Office of Commonwealth Library's emergency response to the COVID-19 pandemic. We have no news as to when the library will be reopened by our governor. Kudos to the staff for keeping the library relevant during this time. by creating non-traditional ways to keep patrons engaged: for example, virtual programming for youth, teens and families; virtual book club availability; and technical services assistance with e-resources. The staff is preparing itself for our eventual opening by continuing the ordering and processing of library books, continuing the regular contact with the school district, updating the patron records, etc.

**Committee News and Reports:**

**Building and Grounds:** Chairperson Bill Stout has an ongoing list of building tasks to be completed. Currently working toward completing all tasks from the water damage we endured during 2019.

**Finance Committee:** An Emergency Email vote was conducted on April 2, 2020 from our vice president, Erin Carlisle. Erin motioned for the library to pursue a Payroll Protection Plan (Loan) made available via the Coronavirus Aid, Relief, and Economic Security Act. Patty seconded. All board members were given the opportunity to vote.. Motion carries. Another motion was made by Patty to accept the email vote from April 2, 2020 to apply for the payroll protection plan. Tim seconded the motion. All were in favor. Motion carries. The application was submitted on April 3, 2020 by Amy McDonald. We will hear the outcome of the application by the end of the month.

**Governance Committee:** No report

**Personnel Committee:** No official report. The committee will continue its current work when we are able to meet again. The committee is very grateful to Amy and the staff for using their time wisely to further the mission of the library!

**Development and Fundraising:** We can expect less development and fundraising throughout 2020. Books and Brew has been officially cancelled. All sponsors have agreed to partner with us on other events upon our reopening. We have agreed to discuss the challenges of FFYL at our next meeting.

**Old Business** Employee Payroll continuation plan with regards to COVID-19 was brought to the table by Amy. Currently, we are paying the staff through April 30 and the Stay-At-Home order is in effect through April 30. No new news is available on when the Stay-At-Home order will be lifted. The motion was made by Erin to agree to continue to pay the staff as long as we receive the Payroll Protection Loan even if the library is not allowed to open. Patty seconded the motion. All were in favor. Motion carries.

**New Business:** Summer reading program will be virtual until June 20. The remainder of the summer is TBD at this point.

**Motion made to adjourn by Tim at 8:14pm.**