

Western Allegheny Community Library

March 15, 2021

Meeting Minutes

Virtual Attendance: *(This meeting is being held in person and via ZOOM due to COVID 19). Attendees included: Amy McDonald, Pam Perry, Erin Carlisle, Tim O’Sullivan, Patty Giura, Zac Wassel, Michele Conti and Skip Shemon. Via zoom included Barb Piskorik and Mary Ann Wiesner*

Call to Order: *Board meeting was called to order at 7:22pm by President Erin Carlisle*

Motion to approve minutes from February meeting: *Skip, first; Tim second. All were in favor. Motion carries*

Motion to approve February Financials: *Barb first; Zac second. All were in favor. Motion carries Treasurers’ report; Treasurer Patty reported that Paycheck Protection Program (PPP) loan forgiveness was officially granted to us for the amount of the First Draw that we received from the SBA. We also were approved and received the Second Draw from the PPP in the amount of \$64,969.55 on February 11, 2021. We have begun the HVAC and Lighting project and monies were dispersed from our investment accounts to pay for the projects.*

Library Director’s Report: *Amy reported that the Employee Handbook has been updated and all staff have signed the acknowledgment of the document. The board is honored to have worked with a staff such as what our Library Director has created. Throughout the entire pandemic, our staff has set the bar for ensuring that our patrons were well serviced in light of any restrictions. In preparation for summer programming, the youth services department surveyed patrons to gauge whether they would like programming to continue to be offered virtually or transition to in person. Roughly 75% of respondents preferred in person and 25% preferred virtual. As a result, programming this summer, will reflect these results: 75% in person and 25% virtual. Amy and Becky (Youth Services Manager) are also looking to reopen WACL’s popular playroom again, with safety measures and capacity restrictions in place. Our Youth Outreach Specialist, Gee Bolland, has been recognized in the American Library Association’s book, *Going Virtual: Programs and Insights from a Time of Crisis*, for her program, “Knitting for Knewbies”. The county has created a task force to create a way for all students to have access to library cards. Amy will be working with the county and the school district to see if this will work for West Allegheny. A few other notes, nationwide Library giving day is April 7 and our spring appeal letter will correspond with this date. Our next book sale is May 12-15, with a teacher preview night scheduled for May 12th from 3-6 pm.*

Committee News and Reports:

Building and Grounds: *Chairperson Tim had a meeting at the library to do a walk-through of the library to discuss current projects and create a wishlist of items and future projects. The lighting portion of the Energy Upgrade project has been completed. The HVAC units will be replaced on March 25, with a delayed opening set for noon. Tim has been in contact with GW Roofing for the finalization of the roof issues to be completed. Amy and the committee are working with ACLA to secure a Keystone Community Grant offered through the Commonwealth. They are looking to improve handicap accessibility throughout our building. This project will include a front door replacement with installation of automatic door operators on the front, vestibule, and family bathroom doors. Three bids were received; we can complete this for \$15,000- \$17,000. The grant will cover up to \$10,000 of the total cost. The committee is recommending that we fund the additional \$5,000 - \$7,000 so that we can receive the grant and*

improve access for the community. All were in favor. Motion carries. Committee is also looking into replacing the awnings on the front and the back doors. They are currently receiving bids and will pursue in fall. Amy is also suggesting that we consider moving our garbage pickup from County Hauling to another local vendor who can provide better service. Amy is also considering changing lawn services and is currently seeking bids.

Finance Committee Chairperson Patty reported that there was no report.

Governance Committee: Chairperson Barb reported that they discussed term limits for Board of Directors and will recommend that the bylaws be changed to represent the following standards: Each board member will be able to complete two consecutive three year terms with a one year minimum before they can come back on the board. To come back on the board, they would need to reapply to townships. Current board members would finish their current term. The committee will present the idea at the next meeting for approval.

Personnel Committee: Chairperson Pam reported that in an effort to provide clarity, the committee is motioning to make amendments to Amy's offer letter from October of 2019. The committee will make the amendments and have Amy sign the new letter. All were in favor of the motion. Motion carries. The personnel policy vs separation from employment policy have conflicting information; they will be looked at and discussed further at the next meeting. The committee is recommending a pay raise for all level one and level three employees to get them closer to the salary ranges in our previously approved Compensation Plan. All in were in favor. Motion carries. These raises will be reflected in the March 26th paycheck.

Motion to approve the committee reports: Tim first; Erin second. All approved. Motion carries.

Old Business:

- a. **Fundraising:** FFYL subcommittees for 2021; continue to look for ideas for other fundraisers.
- b. **Friends group:** Ed and Lyn have officially retired from WAFEL. The new volunteers will hold their first meeting March 21 at 1pm.
- c. **Energy Program Updates:** The lighting portion of the project is complete. Lights are a tremendous amount brighter and we will be able to have less lighting on at the same time. Staff is very happy with the service!
- d. **Mortgage Loan Refinance:** This is in the works! Hoping to sign next week.

Motion to adjourn: Patty motioned at 8:58 completing our meeting.