

Westmoreland County Federated Library System (WCFLS)

Board of Directors Meeting

May 27, 2020

[This meeting was conducted via Webex due to a health crisis, which prompted the Pennsylvania governor to prohibit group meetings at this time. The meeting was advertised in advance as such throughout the WCFLS library membership.]

WCFLS Board members participating:

Charles Greenberg, Murrysville Community Library

Dan McKinnon, Penn Area Library

William Scheeren, County Commissioners Appointee

Karen Stefl, Scottdale Public Library

Mary Stubbs, County Commissioners Appointee

Lynn Wackenhuth, Sewickley Township Public Library

WCFLS Board members not participating:

George Church, Greensburg-Hempfield Area Library

WCFLS member library board directors and staff participating:

Adams Memorial Library, Tracy Trotter

Greensburg-Hempfield Library, Jamie Falo

Manor Public Library, Stephanie Capasso

Mount Pleasant Library, Kathleen Ceroni

Murrysville Community Library, Joy Richardson, Amy Riegner

Penn Area Library, Jessica Beichler

Scottdale Public Library, Patti Miller

Others present:

Cesare Muccari, WCFLS Executive Director

Dana Farabaugh, District Consultant

Kathy Miller, Finance/Office Manager

James Koshinsky, DeBlasio & DeBlasio Associates

Call to Order/Welcomes: Recognizing a quorum, C. Greenberg called the meeting to order at 7:00 p.m.

[The following is a record of Board approval by email of three motions prior to this meeting.

-Motion #1 by C. Greenberg and seconded by M. Stubbs on March 30, 2020 : “The WLN shall extend its emergency staff compensation and benefits policy from an earlier extension voted by the Board on March 25 (but otherwise terminating after April 6, 2020) through April 30, 2020.” The motion was approved by a vote of 7-0 on March 30-31, 2020.

Motion #2 by L. Wackenhuth and seconded by C. Greenberg “to adopt the proposed Paycheck Protection Program that is contained within the CARES Act resolution dated April 2, 2020.” The motion was approved by a vote of 7-0 on April 2-3, 2020. The resolution is as follows: “Whereas the WCFLS shall continue to operate and provide services to its community; Whereas the Federal Government has passed the CARES Act and through the Paycheck Protection Program is offering forgivable loans to small businesses that pay their employees during the COVID-19 crisis; Whereas the loan applications are expected to be available on April 3, 2020 and the funds will be disbursed on a first-come, first-served basis; Now, therefore, be it resolved that the Board of Directors of the WCFLS hereby authorizes Cesare Muccari, Executive Director , to act on behalf of WCFLS to apply [for] a loan from the Payroll Protection Program as soon as possible for an estimated amount of \$60,000.”

Motion #3 by L. Wackenhuth, seconded by W. Scheeren on April 21, 2020: “ The WLN shall extend its emergency policy that all WLN staff (including van drivers) will receive fully paid leave, including existing health coverage, while GreenForge headquarters and member libraries are closed, through May 2020 and thereafter, until the Office of Commonwealth Libraries provides new relevant guidance .” The motion was approved by a vote of 6-0 (G. Church excepted) on April 21-22, 2020 and went in effect on May 1, 2020.]

Presentation and acceptance of audit: J. Koshinsky complimented Kathy Miller and thanked her for her work and cooperation. He stated that WCFLS received an unmodified opinion which is very good. WCFLS has a very healthy balance sheet. He noted the net assets at \$12,031. The fund balance is \$360,000. C. Greenberg asked how we fit in terms of other non-profits. J. Koshinsky said WCFLS has a very tight budget and follows it very closely, so we are doing a very good job. He noted leases, etc. are a known liability, knowing we have that going out every year. Financial statements are pretty cut and dried. We also have the Management Letter

discussing any findings to be talked about. He reviewed the segregation of duties, reviewing bank statements, reconciliation, etc. He reviewed the 990 for IRS filing. It mimics our financial statements. He reviews that with K. Miller. There were no questions regarding the audit. M. Stubbs moved to accept the audit report. The motion was seconded by L. Wackenhuth and approved 6-0. Mr. Koshinsky left the meeting following his report.

Approval of the March 25, 2020 Meeting Minutes: L. Wackenhuth moved to approve the minutes as presented. The motion was seconded by K. Stefl and passed 6-0.

Approval of the April 2020 Treasurer's Report: L. Wackenhuth reported that everything seems to be tracking on target. Item 502.1 – Children's Resources/Programming is slightly over 100% spent and that is for the Summer Reading programs. On the last page the PPP loan has to be tracked as a liability. Once it is forgiven, it can be removed as a liability. W. Scheeren moved to approve the Treasurer's Report. The motion was seconded by M. Stubbs and passed 6-0.

Correspondence: C. Muccari reported that the proposal to Parks and Recreation was turned down; they are not giving money to anyone at this time.

Staff Reports: C. Muccari included a one-page report in the Board packets. He stated WCFLS is still providing services. There is a huge increase in e-materials circulation. Per day, before the crisis, we circulated about 380 e-materials (books and audio). In April, that rose to 550; it's now at about 528. Libraries have been doing extensive virtual programs. WCFLS is sending eblasts twice a week. The percent of people opening emails ranges from 25 to 61%. There have been many virtual meetings; planning about the situation going on. The June library directors' meeting will be tomorrow morning, and they will discuss the guidance from the State. At least two libraries - Penn Area and Norwin – are providing curbside service already. Many have seen the recent Tribune Review article. C. Muccari is working on an IMLS proposal for a partnership with Computer Reach and the Westmoreland County Housing Authority. Deadline is June 12. The proposal will request \$240,000 to \$250,000, focusing on the digital divide and low income people to provide iPads, with information on them about library services. Also, no official word has been received on the Allegheny Foundation grant for nine libraries to get upgraded to fiberglass broadband. They hope to start in July if we get the money. He reported on a discussion on the need for eBooks with a friend who is very interested in children's services. Circulation of juvenile eBooks has gone up over 400%. His friend is going to donate \$2000 for juvenile eBooks. It's coming through the Community Foundation. We need a vote on IMLS grant proposal. M. Stubbs moved that the WCFLS Board supports the proposal to request IMLS funding for a partnership of WCFLS with the Westmoreland County Housing Authority and Computer Reach. The motion was seconded by K. Stefl and passed 6-0.

C. Muccari concluded his report saying that he is extremely impressed with his staff and the library directors and their staff, and everyone is pulling together. He offered kudos to everyone. C. Greenberg echoed his comments.

D. Farabaugh reported that the negotiated District Center agreement was approved at the May directors' meeting at a bit over \$302,000. That will be submitted to the State. District Center funding will be decided by the budget that is passed by the State by the end of June. That is subject to change. COVID- 19 has created a lot of unexpected costs for the State. The budget will nominally be passed by the end of June. PLA says the State is looking at a bifurcated budget. They will pass funding thru November, then come back, reassess, and pass the second part of the budget. This week they are likely to pass the first part of the budget. K-12 education funding will be a priority; the State wants to fund it for the full year. We are not sure what this will mean for libraries. Ask people to contact their elected officials and keep your fingers crossed. A PLA Board meeting is coming up soon. Although District Center negotiations are done, we are not 100% certain promised money will be forthcoming. We have worked really hard to anticipate what reopening will look like.

K. Miller said the OCLC statement arrived. Last year, OCLC lowered the cost, this year the amount will be the same as last year which will be a saving of about \$2000 in the budget. We got the PPP loan and we're about five weeks into the eight week period. We should be close to getting it all forgiven. Seventy-five percent has to be spent on payroll.

Committee Reports

Adult Services – no report

Children's Services – C . Muccari has been working with N. Cross and hopes by the end of the week to have programs finalized. There will be four different programs available to the whole County. They are working on dates; all programs will be virtual. The Pittsburgh Ballet will provide two free programs. N. Cross will consult with children's librarians about spending the \$2000 for children's eBooks discussed earlier.

Continuing Education – no report

EBook Committee – no report

Finance Committee – no report

Personnel Committee – no report

PR Committee – no report

Technology – no report

WINCat – no report

WIN Circ – no report

Old Business: We had three electronic votes since the last Board meeting. The motions are recorded above.

New Business: Reopening of WLN headquarters and restart of van service.

K. Miller has been going into GreenForge once a week to manage mail, etc. She has purchased gloves, hand sanitizer, etc. Staff is now showing up in GreenForge on an as-

needed basis. The guidance from the State still says if you can work from home, you should do so. Delivery started; books have been sitting for two months. K. Miller talked with library staff and told them they must quarantine items for 24 hours (since changed to 72 hours.) Drivers will wear masks and gloves. Books must be quarantined. C. Greenberg asked if 24 hrs. is enough. There is an informed, scientific publication, The New England Journal of Medicine online letter of March 17, 2020 which looked at four different types of materials: cardboard, plastic, steel, and copper. There were different coronavirus viability results with each. For plastic, quarantining for three days might be more appropriate. He suggested she consult some authoritative source. He asked how many libraries the van had visited. K. Miller responded all but three. K. Miller stated she will talk about scheduling with the directors tomorrow. After emptying the van, they spray disinfectant in it.

Public Comments/General Announcements

M. Stubbs asked how patrons will be notified that they can return books, etc. C. Muccari stated the WLN will send email blasts and will try to get the Tribune-Review to publish the information. K. Ceroni said she found the meeting very informative and was pleased to be included.

The next Board meeting is July 22 at 7:00 p.m. It might be live or might be Webex.

Adjournment- M. Stubbs moved to adjourn the meeting at 8:00 p.m. The motion was seconded by K. Stefl and passed unanimously.