

Hamilton Township Public Library Board of Trustees Minutes of the Meeting held on February 22, 2021 5:00 p.m. This meeting is taking place via a remote telephone service and all meetings of this group will be audio recorded.

Members Present: Mr. Santamaria, Ms. DeAngelo, Mr. Atkin, Ms. Bradley, Mr. Gedeika, Ms. Tonti, and Library Director, Mr. Chianese

Members Absent: Mr. Kovacs, Ms. Rogers

Review and Consideration of the minutes of the previous meeting of the Board: Approval of the January 25, 2021 minutes were moved by Ms. Tonti, seconded by Ms. Bradley.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

Consideration of the Treasurer's Report: Clarification was provided by Mr. Chianese on the administrative fees paid to the Township in response to a question from Mr. Gedeika.

Approval of the February 2021 Treasurer's Report was moved by Mr. Gedeika, seconded by Ms. DeAngelo.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

Consideration of the Library Bill List:

Ms. Tonti requested that the name of the cable service provider be updated to reflect the new/current name of the vendor.

Clarification was provided by Mr. Chianese on the various telecom service providers in response to questions from Ms. Tonti and Mr. Atkin.

Clarification was provided by Mr. Chianese on a book vendor, in response to a question from Mr. Gedeika.

Approval of the February 2021 Bill List was moved by Mr. Santamaria and seconded by Ms. Tonti.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

Director's Report:

Renewal of Managed Services Agreement with RAM IT Solutions at the current rate. Based upon this, the Township advised that renewal would be allowed for this year. (Discussion tabled to New Business)

Portable Panic Buttons for staff continue to be researched. The Friends of the Library have agreed to pay for a wearable personal alarm system for staff and Friends members throughout all areas of the building.

Weather Related Closures - Due to inclement weather, the Library was closed on Monday February 1st, Tuesday February 2nd, and Thursday, February 18th. These closures pertained to all Township offices, and were determined by the Mayor's Office.

Curbside Tax Form Delivery - The Library is now offering contactless curbside delivery of tax forms and instructions. This service has been announced via email and the website, by the Library and the Township. Tax information and free assistance typically provided at the library and around the county are being provided by the County, at a single location by appointment.

Brainfuse - The Library is now providing access to Brainfuse, an on-demand, eLearning resource for all ages and levels. This platform is being provided for free to the Library and our patrons through the State Library using federal CARES Act funds. This resource is free until mid-June 2021.

Curbside Specials - We continue to offer a variety of special curbside events geared towards our younger patrons. Announced on Facebook, the web, and through the Township. These events are supported by the Friends of the Library.

Valentine's Day craft was very popular, and "sold out."

2/23 Arctic Firebird craft for Black History Month is the next craft.

Clarification was provided by Mr. Chianese regarding current in person and remote services being offered during this stage of the pandemic, in response to a question from Mr. Gedeika.

Old Business:

Discussion and reconsideration of Resolution #21-002

The amendments to the Board of Trustees By-Laws, adopted at its meeting on January 25, 2021, by the above Resolution, were determined to be in conflict with State Law requirement for specific officers on a library board of trustees. Therefore, they should be rescinded, and the original By-Laws re-adopted.

Resolution #21-004, Reestablishment of Section II of the Library By-Laws

The resolution was read aloud by Mr. Santamaria.

Clarification of the office of treasurer and role of the board versus the Township's accounts payable process, was provided by Mr. Santamaria and Mr. Chianese, in response to questions from Mr. Gedeika, Ms. Tonti, and Mr. Atkin.

Approval of Resolution #21-004 was moved by Mr. Santamaria and seconded by Ms. Tonti.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

New Business:

Discussion and Consideration of Resolution #21-003, Renewal of Managed Services Agreement

This is a one year renewal, with no change in service or fees, as presented in the Director's report. Mr. Chianese and Mr. Santamaria provided details about the services provided, in response to a question from Ms. Tonti.

Approval of Resolution #21-003 was moved by Ms. DeAngelo and seconded by Ms. Tonti.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

Discussion of Resolution #21-005, Signatures on PNC Bank Signature Card

This resolution is required by PNC Bank to identify the elected president and vice president/treasurer of the Board of Trustees, and satisfy their requirements.

Approval of Resolution #21-005 was moved by Ms. Tonti and seconded by Mr. Santamaria.

Voting Yea: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

Discussion and Consideration of the location and remote interface for Library meetings, as the pandemic progresses. Considerations for meeting in person: meeting room size and questionable ability to accommodate the public with proper social distancing; no other Township committees or boards are meeting in person yet for this reason; Library will provide a laptop to any Board member who needs one for Zoom; a phone number is also available for Zoom meetings, similar to the current format. A test call on Zoom will be held to ensure that everyone is able to work with Zoom, no Library business can be discussed at the Zoom test session.

Board polled on trying Zoom: Mr. Santamaria, Ms. Bradley, Mr. Gedeika, Mr. Atkin, Ms. Tonti, Ms. DeAngelo

Absent: Mr. Kovacs, Ms. Rogers

By-Law Review: Formation of a formal committee to review and recommend changes to the Hamilton Free Public Library Board of Trustees By-Laws, which was done last in the year 2010. To start March 1, 2021 and end May 24, 2021. Chairperson and two members needed.

Public Comment: No members of the public came forward to comment.

Adjournment of the meeting: Hearing no more business before the Board, Ms. Tonti moved to close the meeting at 6:00 PM. The next Board Meeting will be held on Monday, March 22, 2021.

Respectfully submitted,
Renee Rogers
Secretary