

Minutes of February 9, 2021

Meeting of Board of Trustees, Hamburg Public Library

Board members present via Zoom: Joan Adams, Bob Angelo, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer, Mike Stasulli, Barbara Strunk

Absent: Jeanette Heckman

Also present: Director Chelsea Williams

Call to order: Meeting called to order by Bob Angelo at 6:00 P.M.

Approval of Minutes: The minutes of the January meeting were reviewed. Bob Angelo asked for approval of the minutes. Joan made the motion to approve the minutes; Barbara seconded. Motion passed unanimously.

Financial Report: Sue reported that in January we received the 1st quarter distribution from the State/County of \$22,858.10. We also received a contribution of \$150.00 from Blue Mountain Wildlife. Under expenses there is now a payment of \$666.67 for Chelsea's health benefits which began in January.

Sue reported receiving the updated System report and the December monthly report has now been revised.

Sue presented the revised proposed budget for 2021. The revision was necessary because our State/County allocation had been increased. The revised proposed budget has monies designated for new carpeting. Sue made the motion to approve the revised budget for 2021 and Kathi seconded. Motion passed unanimously.

Sue also reported that she and Chelsea will complete the state report this month. Also, Sue will complete the Treasurer's report and will deliver the documents to complete the 990 to Joe Martin.

The treasurer's report will be filed subject to audit.

Correspondence: There was none.

Library:

Director's report:

Chelsea reported that the staff has been kept busy with fielding numerous questions regarding taxes and helping patrons locate tax services and forms. She spoke with Senator Argall's office about having PA tax forms and Rent Rebate forms at the library because their office in the Municipal Building is currently closed.

January saw the first of the "Shelf Talk" online newsletter. This will be a monthly newsletter, which tells the community about new arrivals at the library (adult books, DVDs, and children's offerings) as well as programs and events, and it will also highlight staff and provide reading suggestions.

Chelsea completed important tasks related to the Library's operation, including putting together materials for the annual audit, and she began working on the Annual Report for the state. She also coordinated quotes for the new carpeting in the library, which we discussed at the last meeting.

She attended the New Director's cohort meeting held by the District Consultant. This is a yearlong program with other new directors in the district where they will be discussing various aspects of

professional development and management. She also attended the district meeting on January 26, as well as training on the PA Forward program that same day. She also took part in a webinar for “Proactive Advocacy and Communication for Library Trustees and Staff.”

Children’s Librarian Report

The community’s interest in our socially distant youth activities continues in the New Year. In fact, our services gained recognition this month when the Youth Services Consultant for our district approached the Children’s Librarian about writing a piece on our current youth programming. The article, which appeared in the Berks Libraries in Education Winter 2021 newsletter (but has also been submitted elsewhere for publication), focuses on the reach and impact of our youth offerings that have resulted from our partnership with Redner’s Market in Hamburg. Since last spring, Redner’s has allowed the library to distribute our youth activities in their store. This has given the library the opportunity to serve our community, including families who may not have taken advantage of our services previously.

The activities for January offered opportunities for youth to gain science content knowledge, as well as important pre-reading skills. January’s themes were hibernation and rhyming words, and activities included story-time, song, phonics manipulatives, and more. These activities will model quality-learning experiences for parents who, as a result, will feel more equipped to engage their children in meaningful learning activities at home. The word families kit this month was packed with information and tips for parents.

Building Maintenance:

Chelsea reported that she received two quotes for boiler maintenance. Bonfitto’s was \$590 and Werley’s was \$295. Chelsea noted that Werley’s had been in to see the boiler before submitting the quote. There was some discussion. Sue made the motion to have Werley’s provide the maintenance on the boiler and Joan seconded. Motion passed unanimously.

No updates have been received regarding the painting contracted with D. Z. Miller and roof work contracted with Ruppert’s Remodeling last year. David Eyer is willing to pay for the painting. Bob and Chelsea will call Ruppert’s Remodeling and D. Z. Miller this week. If they cannot do the work, we will need to look for an alternative.

Bob presented information on meeting ADA requirements for entrance to the library. He received an estimate of \$13000 from AmVamp for a 35 foot-long ramp that would have to go to the parking lot and would eliminate three of the parking places. To meet ADA requirements, a 5’*5’ platform would be needed where the ramp would turn right into the parking lot. At the entrance to the library, the glass door and the step are impediments to having another 5’*5’ platform. We are limited by the entrance at the front to make the ramp totally meet ADA requirements. Because the library is on the National Register of Historic Places, we would have to follow their guidelines for any changes to the building. Bob will talk to the Borough to see if this is even a doable practical project to look at in the future.

Library: In January the total item circulation was 4,451 and total program attendance was 752, with a total of 5 preschool children’s programs. There were 3 preschool STEM programs and 642 preschool children STEM attendance. The people count was 1,700. Computer usage totaled 242 sessions. There were 156 PC sessions and 86 for the wireless count. It is interesting to note that total item circulation and program attendance are higher than in January of 2020 although the people count is lower. Chelsea pointed out that if you consider the library is open fewer hours this year, that the people count average of 14 per hour is the same this year as it was in January 2020.

Berks County Public Libraries: Chelsea presented the Berks County Library System Membership Agreement. This explains what is expected of the library as a System member and what requirements the library needs to meet in order to receive State Aid.

Old Business:

Carpet Replacement: Chelsea reported she has received quotes for replacing the carpet, with the best being from Corey's Flooring for \$4600 for carpeting the two rooms. He will replace the quarter round and will not charge for his labor for doing so. He can drop off samples of carpeting for us to select from. Kathi made the motion to have Corey replace the carpet and also to have him give us a quote on floor covering for the bathroom floor; Sue seconded. Motion passed unanimously.

If the rooms are cleaned out on a Friday, Corey would be able to do the carpeting over a weekend, and the library could reopen on Monday. Chelsea will ask the high school principal for student volunteers to help with cleaning out the rooms; if more volunteers are needed she will contact Mark Caston, pastor of the Bridge Church, for help from their youth group.

New Business:

Internet Access Policy: Chelsea presented the Policy on Internet Access for Berks County Public Libraries revised in 2019. The Hamburg Library Policy was last revised 2015. Joan made the motion to approve we use the BCPL Internet policy; seconded by Barbara. Motion passed unanimously.

Dates to remember:

February 24, 2021— Virtual BCPL Board of Directors Meeting-- 7 P.M.

March 9, 2021 -- Virtual HPL Board of Trustees Meeting – 6 P.M.

March 17, 2021 -- Virtual BCPL Fundraising Training Meeting – 7 P.M.

April, 2021 -- Virtual Trustee Orientations (New trustees are required to attend orientation.)

Adjournment: Joan made the motion to adjourn. Sue seconded. Motion passed unanimously. The meeting was adjourned at 6:49 P.M.

Respectfully submitted,

Christine L. Roth

Recording Secretary