

Minutes of March 9, 2021

Meeting of Board of Trustees, Hamburg Public Library

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

Absent: Mike Stasulli

Also present: Director Chelsea Williams

A quorum was met.

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

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

Financial Report: Sue reported that in February we received \$4,347.39 from the System for unexpended funds in 2020. Under expenses she noted that we did not receive a salary invoice in February and therefore the balance is temporarily inflated.

Sue reported competing and delivering the 990 packet needed to complete our taxes to Joe Martin.

Sue completed the Treasurer's report for 2020, showing that the ending cash balance as of December 31, 2020, at \$66,397.41.

Motion made to approve the financial report as presented; seconded and passed unanimously.

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

Correspondence: Chelsea reported receiving a letter from BCPL acknowledging receipt of the 2020 Uniform Requirements and Responsibilities in which the administrator stated that a board member had not attended two of the four board meetings—August 19 and November 18. It is recorded in the minutes of December 2020 that Jeanette Heckman did attend the November 18 meeting, and Chelsea will contact the system to update the attendance.

Chelsea read a note written by Becky, the Children's Librarian, thanking the board for the gift card we sent to show our appreciation.

Library:

Director's report: Chelsea reported having submitted the Annual Report to the District Consultant for her review. This requirement from the state details our collection, staffing, programming, and financials for the previous year. Based on the Annual Report and state standards, we have to take steps toward being more open to the public. As of Saturday, March 6, Saturday hours have been extended from 9-1 to 9-4. On Tuesdays and Thursday, the library will open at 1 instead 2, bringing the total number of hours open to 35 a week. Chelsea noted that we will need to add ten more hours to bring the total hours open to 45 a week in order to be compliant with state regulations.

Chelsea and Becky have started planning for both Adult and Children's summer programs. Chelsea has submitted a grant to Walmart for funds to purchase materials for Storytime Experience Kits, with the goal of making Summer Quest something that can be experienced at home.

Chelsea prepared the Advocacy Display, which is in the foyer of the Library. This is one of our quarterly system-wide outreach programs which acknowledges and provides a place to thank community leaders for their role in advocating for the library.

Corey's Flooring has brought in carpet samples which the board has reviewed. Chelsea also contacted them to get a quote on replacing the bathroom floor. Chelsea continues to make steps toward streamlining the operation of the library as well as working toward making the library browsing experience easier and more enjoyable.

Several of the important monthly meetings Chelsea has attended in February include the New Director Cohort meeting, the System Directors meeting, and training on fundraising for libraries.

Children's Librarian Report

Preparation for our 2021 Summer Quest Learning Program has officially begun. This year's learning program will run from June to July. (Specific dates are being determined based upon Hamburg Area School District's calendar, and will be announced shortly.) We will be using the Collaborative Summer Library Program's theme, "Tails and Tales," which will focus on animals and creatures of all kinds. The summer program will include a more comprehensive approach when compared to summer *reading* programs of the past. As a summer *learning* program, it will focus on a variety of important competencies and subjects important for today's learners. Because COVID-19 has not yet been resolved (and vaccines for children are not on the immediate horizon), and based upon what has been working well for our youth services, our Summer Learning Program will consist mostly of grab-and-go opportunities for youth of all ages. This way we continue to bring safe and fun learning opportunities to the children in our community.

In February little learners had fun with several seasonal and holiday themes, including winter, cold-weather animals, and Valentine's Day. Our Valentine's Day activity offered children a unique opportunity to create something special to give to someone they care about. Geography was the topic of a STEM activity that taught little ones to find their place on the map, as they identified their planet, continent, country, state, town, street, and home address. Other skills included this month focused on early literacy concepts, counting, and subtraction. Older learners had the opportunity to pick up the latest edition of their offerings—an origami and direction-following activity for elementary students and a critical thinking activity for tweens and teens.

An additional and slightly more in-depth version of the article about our youth services partnership with Redner's in Hamburg was published by bctv.org this month.

Building Maintenance: Chelsea contacted Werley's to have us be put on the list to have the boiler checked and cleaned.

Chelsea noted that the sign displaying library hours in front of building cannot be updated because it is locked and there no key for the case has been found. Due to the age of the sign, she recommends replacing the sign in the future.

Bob spoke with DZ Miller Contractor on 3-3-2021 concerning the painting of the outside windows. As soon as the weather breaks, probably this week, he will paint the windows. The contractor is donating the paint which is already part of the estimate. If he does not follow through, Bob will call again in a week.

Bob also reported that plans for a ramp at this point are on hold, awaiting further clarification.

Bob has contacted two boy scout troops and a former eagle scout to see if we can get volunteers to sand and refinish the tables in the library as well as the circular bench in the rotunda.

Library: In February the total item circulation was 4,392 and total program attendance was 884 with a total of 9 preschool children's programs. There were 2 preschool STEM programs and 60 preschool children STEM attendance. The people count was 1,608. Computer usage totaled 185 sessions. There were 117 PC sessions

and 68 for the wireless count. It is interesting to note that total item circulation and program attendance are higher than in February of 2020 although the people count is lower.

Berks County Public Libraries: Chelsea reported that the library's statistics for 2019 will be used to determine funding for 2022 and that the library's statistics for 2021 will be used to determine funding for 2023.

Old Business:

Carpet Replacement: The Board selected carpet sample #2. Corey's Flooring will be sometime in April, possibly the weekend of April 17 or April 24. Bob asked Board members to help pack up books or unpack after the installation to show our active support of the library. Also, suggestions were made to seek volunteers from the high school and from the youth group of the Bridge Church to help with the books.

A motion was made to pay a deposit to Corey's Flooring, and the motion was seconded. Motion passed unanimously.

Chelsea asked Corey's Flooring for an estimate on replacing the flooring in the restroom. Corey's Flooring will remove the molding, replace the flooring and subflooring if needed, and will reattach the molding for \$820.00. The motion was made to approve the restroom flooring at that price and was seconded. Motion passed unanimously.

Long Range Plan: Chelsea presented a community survey which will be promoted at the library and sent out to the townships. The survey can either be completed in the paper format or on-line. She is also planning to prepare a survey for teens and will reach out to the high school librarian for help with this.

New Business:

Advocacy: Advocacy is the theme for this month. Bob announced that notes of thanks will be sent to David Argall, Jerry Knowles, Barry Jozwiak, Christian Leinbach, Kevin Barnhardt and Michael Rivera for their support of library funding. He asked for a board member attend one of the borough or township meetings (Hamburg, Perry, Tilden, Upper Bern, Upper Tulpehocken, Windsor), in person or on a Zoom Meeting, to thank them and to give an update on the library programs and activities. Jeanette will attend meetings for Hamburg and for Windsor Township; Sue and Bob will attend a meeting at Upper Tulpehocken Township; Kathi will attend a meeting at Tilden Township; Joan will attend a meeting at Perry Township; and Chris will attend a meeting at Upper Bern Township. Chelsea has prepared a handout, "The Year in Review," for board members to take to the meetings.

Volunteer Policy: The Volunteer Policy had last been updated in 2014. The Board reviewed the proposed Volunteer policy Chelsea presented. A motion was made to approve the new Volunteer Policy with the inclusion of "Volunteers shall refrain from use of IPOD, cell phones, and other electronic equipment while volunteering." Motion was seconded. Motion passed unanimously.

Dates to remember:

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

April 13, 2021 -- Virtual HPL Board of Trustees Meeting – 6 P.M.

April 8, 2021 -- Virtual Trustee Orientation--10 A.M. (New trustees are required to attend orientation.)

April 15, 2021 -- Virtual Trustee Orientation--7 P.M. (New trustees are required to attend orientation.)

April 16, 2021 -- Virtual Trustee Orientation--1 P.M. (New trustees are required to attend orientation.)

April 21, 2021 -- Virtual Trustee Orientation--7 P.M. (New trustees are required to attend orientation.)

Adjournment: The motion to adjourn was made and seconded. Motion passed unanimously. The meeting was adjourned at 6:56 P.M.

Respectfully submitted,

Christine L. Roth

Recording Secretary

Action Items:

Bob Follow-up on boy scouts refinishing the tables

Chelsea Follow-up on possible United Way Grant

Chelsea Follow-up on letter needed from borough to complete "Game of Chance" license application

Bob and Sue Sign Annual Report