

Minutes of April 13, 2021

Meeting of Board of Trustees, Hamburg Public Library

Board members present via Zoom: Bob Angelo, Gloria Hess, Sue Leiby, Christine Roth, Barbara Strunk. Jeanette Heckman joined the meeting at 6:10 P.M.

Absent: Joan Adams, Kathi Shaffer, Mike Stasulli

Also present: Director Chelsea Williams

A quorum was met.

Call to order: Meeting called to order by Bob Angelo at 6:03 P.M.

Approval of Minutes: The minutes of the March 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 March we received \$7,000 as the Borough's quarterly payment; \$15,424.58 as the System's quarterly distribution, and \$250 from the Friends of Berks County Libraries. Under expenses, Corey's Flooring was given an initial payment of \$2300.

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 Amy Resh of BCPL acknowledging receipt of the 2020 Uniform Requirements and Responsibilities in which the administrator stated that a board member had not attended the meeting of August 19. Chelsea informed the board that we need to have a member present at the meetings scheduled for 2021. Bob attended the February meeting and there are meetings scheduled for May, August, and November.

Chelsea shared a note of appreciation she received from Elizabeth J. Gilfert. Her note commended the Library Staff for keeping the library running and supplying an essential service to the community.

Christine reported that she received an e-mail from Mike confirming that he has resigned from the board and that he had submitted his letter to Borough Council.

Library:

Director's report: Chelsea submitted her report for March as follows:

Library Updates

- Extended our open hours to include all day Saturday (9-4) and an additional hour Tuesday and Thursday (1-8)
- Set up the new carpet installation and created a plan for preparing the library
- Informed the Office of Commonwealth Libraries, Berks County Libraries, and Hamburg Borough, and the public of the library's closure for the carpet project
- Cleaned up and organized the adult stacks and children's room to facilitate the new carpeting project.

Collections & Materials

- Streamlined DVD shelving and storage enabling faster checkout times
- Began weeding the adult fiction and young adult nonfiction

Finance

- Applied for a grant through Aldi to support our Storytime Experience Kits
- Created a cash tracking form to better track incoming cash payments
- Worked on the Small Games of Chance License application
- Wrote a draft of the Annual Drive letter

Outreach/Marketing

- Created a display asking patrons to write postcards thanking local officials for funding libraries.
 - This fulfilled our first quarter outreach requirement as a system member.
- Becky developed two bird-related programs highlighting the Longwood Gardens Community Read, *Ruby's Birds*.
 - This fulfilled our second quarter outreach requirement as a system member.
- Publicized the community survey asking for the public's feedback. The survey is available online and in paper format at both the library and Redner's Markets.
- Ashley continued to produce content for Instagram and worked on increasing our follower count
- Sent out an edition of our monthly newsletter, *Shelf Talk*

Youth Services

Programming

- Virtual Storytime
 - Topic—Outer Space and Space Exploration
 - Content Area Learning—gaining understanding about outer space and space exploration
 - Early Learning and Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary
- Preschool/Early Elementary Storytime Experience Kits
 - Topics—Outer Space and Space Exploration; Fish; Spring Flowers; Author/Illustrator Study Featuring Mo Willems
 - Content Area Learning—gaining understanding about outer space and space exploration; learning about the parts of plants and the function of each; identifying the roles of authors and illustrators; defining fiction vs. nonfiction; understanding and identifying author's craft; defining the term character and identifying the characters in a story
 - Early Learning and Skills—fine motor skills; following directions; singing a song; visual discrimination; understanding that letters can come together to make words; using digital resources to support learning; furthering reading and learning on the themes introduced
- Children's Grab-and-Go Activity
 - Activity—new edition of our "Hamburg Public Library: Woodland Animals" origami bookmark series
 - Learning and Skills—reading and following written instructions, fine motor skills
- Young Adult's Grab-and-Go Activity
 - Activity—new edition of our logic puzzles series
 - Learning and Skills—reading comprehension, logical and deductive reasoning, reading following written instructions

Youth Services Updates/News

- Community Outreach
 - Grab-and-go kits were provided to students in a local pre-kindergarten classroom this month.
- Public Relations

- Becky submitted a photo featuring one of our grab-and-go kits in action to *One Lens*, Pennsylvania's COVID-10 pandemic archive project. Berks County Public Libraries hoped to have representation in this documentation project and thus requested that Becky submit this particular photo for inclusion. Along with BCPL, we are pleased that our Library's contributions to our community during this time will have a permanent home in the state archives.

Continuing Education and Meetings

- 3/12 - New Director's Cohort Meeting
- 3/19 - Meeting with Stephanie Williams, District Consultant, about 2021 plans
- 3/23 - District Directors Meeting
- 3/23 - Foundation Center Training

Building Maintenance: Bob reported that he is still waiting to hear back from the Boy Scout leader if there's any interest in completing a project of sanding and refinishing the tables in the library. He also sent email to another Eagle Scout mentor for additional ideas.

Window painting- Bob called DZ Miller Contractor twice and left a message but has not received any response. He also sent e-mail requesting the work to be completed ASAP or to have our down payment returned and did not get a response. Next he plans a visit to their office and he will also ask the borough for assistance..

The flooring for bathroom has been selected and ordered but the date for installation has not been determined.

Chelsea will call Ruppert's Remodeling to find out when they will be working on the roof.

Library: In March the total item circulation was 5,102 and total program attendance was 698 with a total of 10 preschool children's programs. There were 5 preschool STEM programs and 474 preschool children STEM attendance. The people count was 2,238. Computer usage totaled 361 sessions. There were 248 PC sessions and 113 for the wireless count. Chelsea noted that the people count is down but that the total of items circulated is up.

Berks County Public Libraries: The System sent a notice that at this time it is not requiring member libraries to meet a standard number of hours during the week or on weekends. The System will review this recommendation in June 2021.

Old Business:

Township Meetings: Bob reported that he has tried to schedule attendance at an Upper Tulpehocken Township meeting but its meetings are the same Tuesday night as our meeting. Possibly he could attend in July when there is no Hamburg Board meeting scheduled. Chris contacted Upper Bern Township about attending a meeting but their agenda was already full for both March and April, so she will be speaking at the Upper Bern meeting on May 5. Jeanette will contact Hamburg and Windsor Township about attending one of their meetings. Kathi will attend a Tilden Township meeting, and Joan will attend a meeting in Perry Township.

Carpet Replacement: All the books have been removed from the Children's room and new carpeting will be installed this Thursday and Friday. If there's not enough time to carpet the Adult section, that can be done the following Thursday and Friday.

Long Range Plan: Chelsea reported the Community Survey has been posted on Facebook, Instagram, and the library website. So far there have been 111 responses online. There are also some paper surveys coming in. The next step is to look at the survey responses at the end of the month and develop our goals and work on our Mission statement.

New Business:

Annual Drive: Chelsea presented a draft of this year's annual fund drive letter. A suggestion was made to include a form at the bottom of the page for the donor to fill in and mail in with a contribution. Another suggestion was to print the letter on the library letterhead so that the address and phone number of the library are included. Chelsea will be using the list of last year's donors and merge their names to personalize the letters.

Fundraising and Training Report: Bob reported that he attended the BCPL fundraising training on March 17. He received very good information, especially on the importance of establishing a relationship with the donor. The donor wants to feel important and valued. Donors want to know our story and how their donation helps us meet our mission. We as a board need to focus not on the "ask" but on the connection to the donor. Donor retention: people give to those they know and trust, they want to know what we did with their last donation, what was creative and stands out, and donors prefer stories over statistics. Bob suggested creating some type of memorial board to note endowments or bequests made to the library.

Collection Management Policy: The Collection Management Policy was last updated in 2012. Chelsea presented a revised Collection Management Policy along with a form to request a reconsideration of library materials included in the collection. There were some suggestions for revisions. Not all of the board members had read the policy before the meeting so Bob suggested members contact Chelsea with any revisions they think are necessary. Chelsea will prepare the revised policy for the next meeting.

Other: Pat Pitkin suggested that we hold a book sale behind the library where we have tables set up and perhaps we could use tents borrowed from the Historical Society. Possibly this could be scheduled for sometime in August or September. This led to further discussions on the safety of the stone-covered lot in the back of the library, to finding another site such as the Field House or the church in Perry Township, to coordinating a mini-book sale with one of the events listed by OTF in Hamburg.

Dates to remember:

April 15-16, 2021 – Carpet Replacement

May 11, 2021 – Board of Trustees Meeting--6 P.M. This meeting will be both virtual and on-site.

Adjournment: The motion to adjourn was made and seconded. Motion passed unanimously. The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

Christine L. Roth, Recording Secretary

Action Items:

Bob **Contact other contractors for estimates for painting and repairing roof
Research ideas for creating a memorial board**

Sue **Get form for Bob to sign as authorized signatory for checking account**

Chelsea **Revise annual fund drive letter on letterhead with form on bottom for donor to fill in
Revise Collection Management Policy
Write a document that specify steps needed if security alarm goes off**

Jeanette **Give key to Bob for access to library
Contact Werley's to schedule maintenance on boiler**

All members **Look for a replacement for Mike's position on the board**