

Minutes of September 14, 2021

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Bob Angelo, Dorothy Brobst, Jeanette Heckman, Sue Leiby, Christine Roth, Kathi Shaffer, and Barbara Strunk

Absent: Gloria Hess

Also present: Director Chelsea Williams

A quorum was met.

Call to order: Meeting called to order by Bob Angelo at 5:57 P.M.

Consent Agenda: The minutes of the August 10, 2021 meeting are included as is the Library Director's Report. Bob Angelo asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Bob Angelo asked for a motion to approve the consent agenda. Motion to approve the consent agenda as presented. Seconded and passed unanimously. Bob announced that in the future the minutes of the Executive Committee will be included in the consent agenda.

Financial Report: Sue reported the following activity in August:

Revenue:

- 9200.01 Annual Fund Drive - \$645.00
- 9200.07 Mini Book Sale - \$229.00
- 9300.01 Grants
 - Reading Public Library \$1,270.65
 - Cybergrants – CAFA \$900.00
 - Total \$2,170.65

Expenses:

- 800.23 Paid \$480.00 for \$600.00 worth of Red Robin Gift Cards for resale

New Business:

- Oil – Have enough oil left from last year's contract that no further contact is needed for 2022.

The treasurer's report will be filed subject to audit. Motion to approve the financial report as presented. Seconded and passed unanimously.

Correspondence: We received a letter from Stephanie Williams that she has reviewed the audit of Hamburg Public Library 2020 financial records. She recommends the Library improve its recordkeeping of receipts and disbursements by utilizing a double entry bookkeeping system. This led to some discussion regarding hiring a bookkeeper beginning in January of 2023. Sue Leiby mentioned that Gloria Hess, with her years of experience in accounting, could check the books. Motion was made to hold off until summer of 2022 to look into hiring a bookkeeper who will work with Sue and be trained to implement a double entry bookkeeping system in 2023. Seconded and passed unanimously.

REPORTS:

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

Library Updates and Operations

- Posted the library clerk position on our website, social media, and at the library.
- Trained a new volunteer and reached out to the high school librarian to advertise volunteer opportunities to her students.

Buildings & Grounds

- The bathroom flooring is on backorder and the project will be completed when it becomes available.
- Contacted Jeff Slichter to begin the exterior window project.
- Contacted Ruppert's Remodeling for an updated quote to repair or replace the gutters
- The boiler was inspected by the PA Bureau of Occupational and Industrial Safety and passed.
- Met with John Leonforte, from the Hamburg Borough, regarding exterior water damage.

Collections & Materials

- Bought \$524 of eBooks and eAudiobooks. This counts toward our \$999 eBook purchase obligation as outlined in the District Negotiated Agreement.
 - The District operates on state's fiscal year so we have until June 2022 to meet our obligation

Finance & Fundraising

- In-House Book Sale took place August 30th through September 3rd and made \$210.

Outreach/Marketing

- The library had a table at the Taste of Hamburg(er) Festival to sign people up for library cards and pass out information about the library.
 - We signed 4 families up for cards
 - This met our 4th quarter outreach requirement from the system
- Created additional promotional material to highlight our collection and programs

Adult Programming

- We offered 2 Craft Take Out Programs: Yarn Birds and Macramé Bookmarks
- Adult Summer Reading
 - We had 28 participants take part in our *Summer Reading bingo* game
 - Prizes awarded include a Kindle Fire, Four Twelve Gift Card, and a tote bag with books. All participants also received a pass to Longwood Gardens.
 - The program received positive feedback from participants, and has room to grow in the future
- The Hamburg Library Book Club will start back up September 23rd at 6pm. They meet the fourth Thursday of each month.

Youth Services Updates/News

- Summer Learning Program 2021
 - We had 220 youth (ages 0 to 18) enrolled in our 9-week Program this year.
 - An overwhelming majority of participants signed up for our Program in person at the library, while a few used our online tracking option (ReadSquared) or picked up a registration packet at Redner's Market in Hamburg.

- We received a great deal of encouraging feedback from participants and their families. In our end-of-program survey, 97% of responses were very positive (with answers of *strongly agree* or *agree*). No *strongly disagree* responses were received.
- Our summer programming had a wide reach, with 98 youth services programs being offered to the community in June, July, and August.
- Total attendance/participation for all summer programs was 4,051.
- Summer Learning Program 2022
 - Our theme next year focuses on oceanography and is called “Oceans of Possibilities.”
- Looking Ahead to September 2021 and Beyond
 - Until the youngest group of children can be fully vaccinated against COVID-19, we will continue what has become our regular grab-and-go offerings for the 2021-2022 school year.
 - These programs will continue to be available in the glass porch of our library and near the cash registers in Redner’s Market in Hamburg.
 - Beginning in January 2022, the Office of Commonwealth Libraries is changing its guidelines for reporting programming statistics. These changes will result in significantly lower numbers on youth services programming reports beginning in the new year.
 - The transition back to in-person programming (after the youngest group of children can be fully vaccinated against COVID-19) will also reduce the number of programs we can offer and the number of participants we can reach.

Continuing Education and Meetings

- August 3rd-Statewide New Director Orientation
- August 10th-Statewide New Director Orientation
- August 11th-Meeting with Stephanie Williams, District Consultant
- August 17th-Statewide New Director Orientation
- August 24th- District Directors Meeting
- August 25th- Statewide New Director Orientation
- August 31st- Statewide New Director Orientation

Respectfully submitted,

Chelsea Williams

Library: In August the total item circulation was 5,979 and total program attendance was 505 with a total attendance of 136 for preschool children’s programs. There were 2 preschool STEM programs and 13 preschool children STEM attendance. The people count was 3,123. Computer usage totaled 358 sessions.

Building Maintenance: Chelsea contacted Jeff Slichter about painting the windows and spoke to David Eyer about the cost of the windows. David Eyer will cover half the cost; the borough will cover the other half. Chelsea also contacted John Leonforte about concerns about the exterior condition of the library. John said it was water damage due to the grading behind the building and the poor condition of the gutters. Chelsea contacted Rupert’s Remodeling to give us an updated quote on repairing or gutters because there is a lot of water damage. The gutters have to be repaired before work is done on the exterior of building.

President’s Report:

The first Executive Committee meeting was held. Vote to add to Consent Agenda needed. Members agreed to ask J. Heckman, past president to join Executive Committee. Committee agreed that all concerns for staff and library should go through President who will investigate and report back to board. A recent concern involved books being reshelved and the condition of library.

Thank you to all for their support with the Hamburger days and the fundraising activities. Our success was because of all of you.

Please respond to link for our retreat. This is needed so our results are beneficial. The retreat will be a zoom meeting on 10-12-2021. This will replace our October meeting.

New part time position and PRN positions were posted. Interviews to be posted and board members to be involved. There are two applicants at this point for the part-time position of 15-20 hours.

Membership agreement returned and approved from Reading Library.

Bob distributed copies of the Executive Committee Report to the board. The board was in agreement to funnel all concerns of the library through the president.

Bob also discussed expansion of the library to make it handicap accessible. Bob explained that there was an architect in 2003 who designed a model for the expansion. He mentioned how the AARP was no longer willing to use the library to help with taxes because we are not handicap accessible.

Executive Committee Report:

Minutes of September 8, 2021

Meeting of Executive Committee, Hamburg Public Library

Board members present: Bob Angelo, Sue Leiby, Christine Roth, Kathi Shaffer.

Also present: Director Chelsea Williams joined the meeting at 5:00 P.M.

Call to order: Meeting called to order by Bob Angelo at 4:30 P.M.

Points of Discussion:

The need for more volunteers to help with shelving books and a need to hire additional help now that library is open more hours.

The need for any complaints and concerns to be funneled through the board president.

The need of making the board more interactive with the community by attending township meetings more frequently, etc.

President's report:

We received materials from Stephanie Williams on "Executive Committees". Having read the materials, the executive committee will ask Jeanette Heckman to join as Past President.

Bob explained that as an executive committee we can make recommendations to the board. Bob mentioned the feasibility of the committee discussing the bylaws and then passing it on to the board.

Recommend any future board members come to a meeting to observe a meeting. We have to approve board members first and then borough council has to approve our recommendation.

We review, we approve, we present to the board.

The Bylaws: The draft prepared by Chelsea was reviewed and discussed. Topics of discussion were treasurer, bonding of treasurer, terms of officers, resignation of members. Chelsea will present edited bylaws to the board.

Expansion of library. Plans made by architect in 2003 were reviewed and discussed. This addition involves having an entrance that is handicap accessible. Chelsea mentioned Keystone Grants and a USDA loan may help

make this possible someday. Chelsea will present architect's proposal for a concept update and presentation package to the board.

Adjournment: Motion made to adjourn the meeting at 6:11 P.M. Seconded and passed unanimously.

Action Items:

Bob will email Jeanette Heckman to invite her as a past-president to join the Executive Committee.

Chelsea will contact borough to check on bonding of treasurer and to ask borough solicitor to review bylaws.

Chelsea will contact Our Town to publicize in Hamburg Newsletter the donors to our fundraiser.

Respectfully Submitted,

Christine L. Roth

Recording Secretary

Fundraising Committee:

Hamburger Fest Initial report: Income from that day

Ice Cream \$1,713

Baked Goods \$ 304

Hamburger Fest 50-50 Raffle \$53

Afghan Raffle \$18

Total Income \$2,088

Required OTF payment \$302.25

Balance \$1,785.75

Other outstanding invoices including Way-Har still to be paid. The Afghan raffle was won by Fred Stump. The Hamburger Fest 50-50 was won by Sue Leiby who returned winnings to the pot. The income from the raffles were a great disappointment this year.

Kathi reported that we have \$475 for the Summer 50-50 Raffle. We also have 39 donors for the basket raffle which will be held from October 1 to November 30.

Old Business:

Library Book Sale: Chelsea reported that we made \$210 in our last book sale. We have reached our limit of three fundraisers that are less than seven days long within the year.

New Business:

Bylaws: Bob discussed the revisions that Chelsea made to the Bylaws. Stephanie Williams suggested we add to our bylaws whether or not the executive Committee has the authority to make decisions in between regular board meetings. The Board agreed to allow Executive Committee to make decisions between meetings in an emergency. We are going to share our revised bylaws with the borough and ask the borough solicitor to review them.

2020 Census Data: The Census Data released in 2021 will allow libraries to have until the end of 2022 to work with their municipalities to allocate matching funds in 2023. That funding will go into the 2025 funding formula. Basically, the census data will go into the 2025 funding formula using 2023 municipal support. As the BCPL Advisory Board shifts more County funding away from circulation and computer use data to rewarding local municipal support, we need to work with our municipalities to reach at least \$1 per capita spending. The county matches every dollar of municipal support up to \$1 per capita.

Chelsea suggested we attend more township meetings to encourage them to pay \$1 per capita,

Matching Fund Grant from Jane Markovich: Chelsea reported that Jane's request is to purchase a piece of furniture for the library. A periodical shelf would be placed in the computer room. Chelsea presented a request to purchase some shelving for periodicals that will cost a total of \$2,256.16. The purchase would be made from *The Library Store*. Motion to approve the purchase was made. Seconded and passed unanimously.

Summer 50-50 Raffle: The ticket was pulled by Kathi Shaffer, head of the fundraising committee. The total income was \$475. The winner of the 50-50 was Tanara Govern, a member of the library.

Dates to Remember:

October 6 -Reading Library District Training- Building an Exceptional Board (Part 2) -6:30 P.M.

October 12— Hamburg Public Library Board of Trustee Meeting- Virtual Board Retreat 6:00 P.M.

Adjournment: Motion made to adjourn the meeting at 7:01 P.M. Seconded and passed unanimously.

Action Items:

Chelsea will make the revisions to the bylaws and send them to the borough manager for review.

All board members will complete the on-line survey needed to prepare for the virtual Board retreat.

Respectfully Submitted,

Christine L. Roth

Recording Secretary