

**Hamburg Public Library
Board of Trustees Annual Meeting
January 9, 2024**

Mission: The Hamburg Public Library provides services and programs to our community to encourage coming together, forming connections, engaging in lifelong learning, and finding inspiration. We believe in honoring yesterday, embracing today, and inspiring tomorrow.

Board members present: Bob Angelo, Dorothy Brobst, Gloria Hess, Kathi Shaffer, Mary Himmelberger, Mark Jensen, Emily Riddle, Sharon Shirk, Debi Wahl

A quorum was present.

Absent:

Also present: Director Chelsea Williams

Call to Order: President Bob Angelo called the meeting to order at 6:02 P.M.

Election of Officers: Bob reported that four trustees were willing to take on or continue as officers for the Hamburg Library. Bob asked if anyone wanted to discuss any of the offices. There being no discussion, Bob asked for a motion to approve Dorothy Brobst as President. A motion was made and seconded. The motion passed unanimously.

Bob asked for a motion to approve Kathi Shaffer to continue as Vice-President. A motion was made and seconded. The motion passed unanimously.

Bob asked for a motion to approve Gloria Hess to continue as Treasurer. A motion was made and seconded. The motion passed unanimously.

Bob asked for a motion to approve Debra Wahl as Secretary. A motion was made and seconded. The motion passed unanimously.

Appointment of System Board Representative and Alternate: Chelsea explained that these meetings are held four times a year. They are usually virtual meetings. Dorothy had been the alternate in 2023, with Bob as System Board Representative. Bob asked for a motion to appoint Dorothy as our representative for the 2024 year. A motion was made and seconded. The motion passed unanimously.

Bob asked for a motion to appoint Kathi Shaffer as the alternate appointment for the System Board Representative. A motion was made and seconded. The motion passed unanimously.

Adjournment: In his last act as President, Bob asked for a motion to adjourn the meeting. A motion was made, seconded, and passed unanimously. The board thanks Bob for his hard for the Hamburg Library. The meeting adjourned at 6:08

Respectfully submitted,
Debi Wahl, Secretary

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Board members present: Dorothy Brobst, Gloria Hess, Mary Himmelberger, Mark Jensen, Emily Riddle, Kathi Shaffer, Sharon Shirk, Debi Wahl

A quorum was present.

Absent:

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 6:10 P.M.

Mission Moment: Chelsea shared that she helped an elderly woman sign up for the Hamburg EMS. The woman was happy and relieved that it was a simple task with Chelsea's help and guidance. Chelsea felt rewarded that she was able to help the resident who had been stressed with the paperwork.

Consent Agenda: The Minutes of the December 12, 2023, Board of Trustees Meeting, and The Director's Report were presented. Dorothy asked if anyone wanted to remove an item to discuss, question, or register a vote against. There being none, Dorothy asked for a motion to approve the December 12, 2023, Board of Trustees Meeting Minutes, and The Director's Report. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported that the library spent approximately \$3500 on E-books for the general public.

Gloria reported that the library received a fee of \$15 back from Fulton Bank.

Gloria also reported that our checking account made \$600 in 2023, which is a very good interest investment. Gloria also reported December was a very good month for our investments.

Respectfully submitted,

Gloria Hess, Treasurer

In other financial business, Dorothy discussed making the Treasurer's report a part of the Consent Agenda, except for any month when there is financial business to discuss. This helps to keep the meetings streamlined and more efficient.

A motion was made and seconded to include the financial report in the consent agenda. The motion carried unanimously.

Correspondence: Chelsea reported we received the Bronze Star Certificate from the Pennsylvania Forward Star Program. This certificate is presented to the Hamburg Public Library in *recognition for your efforts to incorporate PA Forward into your library's programming. We recognize you with the PA Forward Bronze Level Star on December 6, 2023.*

Chelsea also reported that the Automation Agreement with the Berks County Library System is an updated form from what we previously voted on. A new system is going to be incorporated in February, changing from the existing Polaris ILS to the system Pennsylvania Integrated Library System, AKA "PaILS". This is just to acknowledge the language change. A motion was made and seconded to accept the new Automation Agreement. The motion carried unanimously.

**Director's report:
Library Updates and Operations**

- The 2023 Uniform Requirements and Responsibilities and 2023 municipal support documentation were submitted to BCPL.
- All libraries in Berks County will be transitioning to a new catalog system in February. We are working to prepare the community for that transition.

Goal I: Increase awareness and use of the library and its resources

- Collaborated with the Life Skills Support Teacher from Hamburg Area High School to arrange for her students to volunteer at the library. Students will be volunteering weekly.
- Continued working with BCIU's Digital Navigator to introduce him to potential community partners.

Goal II: The library will be a comfortable place for the community to come together.

- Continued working with Laucks Architects on the building expansion.
- Applied for the American Library Association's Libraries Transforming Communities: Accessible Small and Rural Communities grant for the library addition.

Goal III: The library will foster a love of lifelong learning.

- We received our Pa Forward Bronze Star.
- Adult Programming
 - a. Our Spice Club selection for December was Cloves, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
 - b. The next meeting of the Coffee and Crime book club will be on January 22nd.
 - c. Crafter Hour met on January 4th and focused on Self Care. The program was generously supported by Oliva Shaffer from Liv Holistic. The next Crafter Hour will be on February 1st at 6 PM.

- d. Sit 'n' Stitch, a program that invites to community to craft together, met on December 9th.
- Youth Services Updates
 - a. Kathi Shaffer and I organized a visit to the library by Santa and Mrs. Claus. It was a very successful evening with 48 people attending.
 - b. The following programs offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.
 - In-Person Preschool Storytimes
 - Christmas on the Farm
 - Stories and Stations (partnership with the Berks County Intermediate Unit)
 - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
 - Gingerbread Man
 - School-Age Grab-and-Go Kit (available at both our Library and Redner's Market in Hamburg)
 - Gingerbread Man Glyph

Goal IV: Ensure long-term sustainability for the library through continued governance and funding development.

- Sharon Shirk, Dorothy Brobst, and I attended the County Commissioner's meeting at the Tilden Township Meeting on December 14th.
- I attended the Hamburg Borough Council meeting on December 28th.
- Dorothy Brobst and I attended the Hamburg Borough Reorganization Meeting on January 2nd.
- Continuing researching additional government and private funding for the library addition.

Respectfully submitted,

Chelsea Williams

In further business, Chelsea reported there will be a catalog freeze from February 5-7, 2024, to transition to a new catalog system. However, after that, the new system will be in place. The staff and patrons will be taught the new system.

In further business, Chelsea requested to be moved to a 40-hour work week from the 36-hour work week which has been in place for many years. This will increase the budget by \$3756 for her salary, but that would be covered under the surplus that is in place for the budget for 2024.

A motion was made and seconded to increase Chelsea's work week from 36 hours to a 40-hour week. The motion passed unanimously.

Chelsea also reported she feels it is important that trustees attend some of their individual township meetings on a regular, limited basis to share the good things that Hamburg Public Library does for the residents of the school system as a whole.

Old Business:

Hamburg Public Library Policy: Chelsea showed us the new board policies that are in place for the library.

Library Expansion:

Capital Campaign Committee: Chelsea reported we will know within the next month if we have received the Keystone Grant. Now is the time to begin the library's Capital Campaign to get a committee of residents, business persons, and others in place that will help us reach the goal of creating a library that is available to all persons regardless of physical limitations. Sharon, Mary, Dorothy, and Debi volunteered to help get this committee in place.

New Business: Chelsea reported that the library's strategic plan must be updated for the next three years. Chelsea would like to have a collaborative group of trustees in the creation of the new plan.

Chelsea reported that the Berks County Public Library Board approved a privacy policy to be implemented at all the libraries in the county.

In further business, the Board Member Agreement paperwork had to be signed by each of the trustees. A Conflict of Interest Policy was also introduced. A motion was made and seconded that we accept the Conflict of Interest Policy as written. The motion carried unanimously.

In further business, Sharon reported that on January 27, 2024, we will have a 10% fundraiser to support the library. This is being hosted by Sweet Treats on State Street in our ongoing fundraiser endeavors.

Dates to Remember:

- January 27, 1 – 9 PM Sweet Treats on State Street fundraiser
- February 5-7, County-Wide Catalog Freeze
- February 8, SPARK ILS Go Live Day
- February 13, 6 PM, Hamburg Public Library Board Meeting

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:40 PM.

Respectfully submitted,

Debi Wahl, Recording Secretary