

**Hamburg Public Library  
Board of Trustees Annual Meeting  
January 14, 2025**

**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:** Dorothy Brobst, Kay Fritz, 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 6:00 P.M.

**Election of Officers:** Dorothy asked for nominations for President. A motion was made to reappoint Dorothy as President of the Board of Trustees. The motion was seconded and passed unanimously.

Dorothy asked for nominations for Vice President. A motion was made to reappoint Kathi Shaffer as Vice President. The motion was seconded and passed unanimously.

Dorothy asked for nominations for Treasurer. A motion was made to reappoint Gloria as Treasurer. The motion was seconded and passed unanimously.

Dorothy asked for a motion for Secretary. A motion was made to reappoint Debra as Secretary. The motion was seconded and passed unanimously.

**Appointment of System Board Representative and Alternate:** After some discussion to explain the position, a motion was made to reappoint Dorothy as our representative for the 2025 year. The motion was seconded and passed unanimously.

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

**Adjournment:** Dorothy asked for a motion to adjourn the meeting. A motion was made, seconded, and passed unanimously. The meeting adjourned at 6:05 PM.

Respectfully submitted,  
Debi Wahl, Secretary

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A quorum was present.

**Also present:** Director Chelsea Williams

**Call to Order:** President Dorothy Brobst called the meeting to order at 6:06 P.M.

**Mission Moment:** Chelsea shared that at the December Sit and Stitch, a father and his three small children came to the program to learn to crochet. Noelle helped them with the process, and the children had a wonderful time.

**Consent Agenda:** The Minutes of the December 10, 2024, 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. Dorothy asked for a motion to approve the December 10, 2024, 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.

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

- The 2024 Uniform Requirements and Responsibilities and 2024 municipal support documentation were submitted to BCPL.

**Priority 1: Increase Community Engagement and Awareness**

- Partnered with the Life Skills Support Teacher from Hamburg Area High School to arrange weekly volunteer opportunities for her students at the library.
- We are partnering with Hazel's Cafe to offer a new book club, Novel Brews. Meetings will take place on the third Wednesday of each month at 6 p.m. at Hazel's Cafe. Our first meeting is on January 15th, and we will discuss our recent reads and the group's future plans.

**Priority 2: Adapt to the Community's Evolving Needs**

- The Invitation to Bid for the library addition was published in the Reading Eagle on December 7th. A pre-bid walkthrough was held on January 9th for interested companies. Sealed bids are due on January 31st at 3 p.m., and bids will be opened on January 31st at 3:30 p.m.

- A company has been contacted to complete a hazardous material inspection, explicitly focusing on remediating any asbestos before remodeling begins on the original library.
- The library received a grant for 30 laptops from the ARPA Capital Projects Fund Digital Connectivity Technology Program. These laptops will be available for checkout and used in future technology classes. We are currently awaiting the completed contract from the State.

### **Priority 3: Promote Lifelong Learning and Literacy**

- Adult Programming
  - In December, the Spice Club featured Mace. The take-home activity included spice samples, history, recipe cards, and cookbook suggestions. This program will be on hiatus for 2025.
  - Crafter Hour participants created felt succulents on January 2nd.
- 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
    - Forever Green
    - Stories and Stations (partnership with the Berks County Intermediate Unit)
  - In-Person School-Age Outreach Storytime
    - Forever Green Traditions
  - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
    - Celebrating Salamanders
  - School-Age Grab-and-Go Kit (available at both our Library and Redner's Market in Hamburg)
    - Celebrating Salamanders
  - Young Adult Grab-and-Go Kit
    - Teen Book Drop

### **Priority 4: Ensure Long-term Sustainability**

- Working with the Hamburg Borough Manager on the Employee Lease Agreement and the Building Lease.

Respectfully submitted,

Chelsea Williams

## **Reports:**

**Treasurer's Report:** Gloria reported that David Doll wanted to remind the board he will be available when we are ready to meet with him concerning the library's investments.

Chelsea reported the December treasurer's report will be submitted at the February board meeting.

**President's Report:** Dorothy reported that she was at the library for the walk-thru, and it was very interesting to see how that progressed.

## **Old Business:**

**Library Addition:** Approximately 20 people attended the walk-through. Over 10 general contractors, as well as a few MEP engineers (mechanical, electrical, and plumbing), have requested the documents. Bids have been extended to January 31, 2025.

Questions have been raised about hazardous materials and how to process them. A quote of \$683 was submitted for the testing for asbestos.

The plumber will be returning to work out some issues with the new bathroom fixtures.

## **New Business:**

**Conflict of Interest Policy:** After some discussion, Dorothy asked for a motion to approve the new Conflict of Interest Policy. A motion was made and seconded. The motion carried unanimously.

**Board Member Agreement:** Board members signed and dated individual agreements, which were submitted to Chelsea.

In further business, it was announced that Chelsea was nominated for Outstanding Library Director for the Berks County Public Libraries annual award, Gloria for Trustee of the Year, and Steve Stetzler of Deitsch Eck for Outstanding Local Business. Nominees will learn the outcome in March.

In further discussion, a Capital Campaign meeting has been scheduled to take place after the March board meeting.

## **Dates to Remember**

- January 31, 3:30 PM – Construction Bid Opening
- February 11, 6 PM – Board of Trustees Meeting
- February 19, 7 PM – BCPL Advisory Board Meeting (Virtual)

**Adjournment:** A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 6:38 PM.

Respectfully submitted,  
Debi Wahl, secretary

**Monthly Stats**  
**December 2024**

	<u>2024</u>	<u>2023</u>
Reference Questions		
People Count	2183	2456
Adult Card Registrations	17	13
Juvenile Card Registrations	3	5
<b><u>Circulation</u></b>		
Circulation of Physical Materials	4541	5088
Circulation of Other Physical Items	186	47
Circulation of Electronic Materials	765	627
<b>Total Item Circulation</b>	<b>5492</b>	<b>5762</b>
Circulation of Children's Materials	2440	2526
<b><u>Programs</u></b>		
Number of Programs for Preschool Children	2	2
Number of Programs for Children	2	1
Number of Programs for YAs	0	0
Number of Programs for Adults	0	3
Number of Programs for All Ages	1	1
<b>Total Number of Programs</b>	<b>5</b>	<b>7</b>
Preschool Children's Program Attendance	38	55
Children's Program Attendance	21	2
Young Adult Program Attendance	0	0
Adult Program Attendance	0	18
All Ages (General Interest) Attendance	18	48
<b>Total Program Attendance</b>	<b>77</b>	<b>123</b>
<b><u>Grab and Go Activities</u></b>		
Number of Children's Activities	5	4
Number of Adult Activities	1	1
Children's Participants	71	86
Adult Participants	40	40
<b><u>Computer Usage</u></b>		
PC Sessions	250	270
Wireless Count	100	111
AWE Earl Literacy Sessions		41
<b>Total Computer Usage</b>	<b>350</b>	<b>422</b>