

**Hamburg Public Library  
Board of Trustees Meeting  
February 11, 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, Mark Jensen, Emily Riddle, Kathi Shaffer, Sharon Shirk, Debi Wahl

**Absent:** Mary Himmelberger

A quorum was present.

**Also present:** Director Chelsea Williams

**Call to Order:** President Dorothy Brobst called the meeting to order at 5:58 P.M.

**Mission Moment:** Chelsea shared that some of the library's policies concerning displays and books are being updated. Chelsea explained that privacy laws must be followed per state regulations and updated the trustees with that information. Chelsea welcomes any questions.

**Consent Agenda:** The Minutes of the January 14, 2025, 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. After some discussion, it was noted that the December 2024 Financial Report will not be presented until a later date. Dorothy asked for a motion to approve the January 14, 2025, 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**

- Attended the System/District Directors meeting on January 28th.
- Becky attended the System/Directors Youth Services meeting on January 28th.
- Submitted proof of participation in the first-quarter System-wide Initiative

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

- Partnered with Hamburg Area High School's Life Skills Support Teacher to arrange weekly student volunteer opportunities.
- Launched Novel Brews, a new book club in partnership with Hazel's Café. Meetings are held on the second Wednesday of each month at 6 p.m. The first meeting (Jan 15) had 14 attendees.
- Coordinated with AARP volunteers to share information on free tax services for seniors.
- Presented on library services and expansion plans to the Shoemakersville Lion's Club (Jan 23).
- Sharon Shirk spoke about the library addition at the Hamburg Grange (Jan 23).

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

- Opened bids for the library addition (Jan 31):
  - Received five general contracting bids, four plumbing bids, and four mechanical bids.
  - No electrical bids were submitted, requiring a second bid process per Hamburg Borough policies.
- Published a second Invitation to Bid for electrical work in the Reading Eagle (Feb 7). Sealed bids are due Feb 28 at 3 p.m., with immediate opening afterward.
- A hazardous material inspection identified two potential basement concerns; remediation is planned in the coming months.
- Attended the Reading Library District's Equity, Diversity, and Inclusion committee meeting (Feb 5).

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

- Adult Programming
  - Coffee and Crime discussed *The Last Thing He Told Me* by Laura Dave. The next meeting (Feb 24) will cover *How to Solve Your Own Murder* by Kristen Perrin.
  - Crafter Hour participants created folded book displays (Feb 6).
  - Sit 'n' Stitch, a community crafting group, met (Jan 23).
- 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
    - Small but Mighty
    - Let It Snow
  - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
    - Ice Fishing

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

- Collaborated with the Hamburg Borough Manager on the Employee Lease Agreement and Building Lease.
- Submitted 2024 financials to Hamburg Borough for the annual audit.
- Attended:
  - District Negotiation Committee meeting (Jan 29).
  - Fundraising Committee meeting (Feb 4).
- Began establishing new financial and bookkeeping procedures.

Respectfully submitted,  
Chelsea Williams

In further business, Chelsea explained that many government sites used by the library require Two-Factor Authentication (2FA). To date, Chelsea has been using her personal cell phone to do the authentication. The trustees authorized Chelsea to purchase a cell phone for library usage

Chelsea also reported that the asbestos report she received indicated that one pipe in the basement must be completely remediated. However, Chelsea was informed in that report that another area in the boiler room, which will not be renovated, permits the option of not updating since there will be no further issues with asbestos from that area. The board agreed to accept the second option.

**Correspondence:** Chelsea received a letter from BCPL stating that the library's 2024 Uniform Requirements and Responsibilities were received and that the library is in compliance with the requirements.

Chelsea also received a request from the Arts Alliance concerning their Bingo Basket Fundraiser for Our Town Foundation. It was discussed and agreed upon that we would again contribute a basket for OTF's Bingo, which will be held on April 6, 2025.

## **Reports:**

**Treasurer's Report:** Gloria reported that the CDs from Mid Penn Bank were renewed for another three months at 4.3%.

Gloria reported that the CD from Edward Jones matured and was cashed out. \$60,000 will be invested in a CD with Mid Penn Bank. The remaining balance of \$4,122.93 will be deposited into the library building fund checking account at Thompson's Bank.

The non-restricted funds also held at Edward Jones were approved by the board to be cashed in, and the different percentages of CDs available versus Money Market funds were discussed. Due to FDIC regulations, Gloria proposed putting part of the funds into a CD at Mid Penn Bank and the rest into Money Market funds. Gloria will continue to assess the best percentages available so that once the money is available, she can quickly deposit to continue to gain the best interest for the library's needs.

After the discussion and all questions were answered to everyone's satisfaction, Dorothy asked for a motion to authorize Gloria to liquidate funds and open a new account with better rates for the library's building fund. A motion was made and seconded. The motion carried.

In further financial business, Gloria and Chelsea shared possible loan acquisition information for the library addition and accessible construction. The board will have time to continue this discussion in future meetings.

**Fundraising:** Kathi reported that the fundraising committee met and had some new ideas for future fundraisers, including Plum Creek Pretzels and Penny Hill for the flower sale in the Spring.

Chelsea reported that the Hamburg Grange is holding a Pot-Pie dinner as a fundraiser for the library and will need some volunteers. Baked goods are also requested for the fundraising sale. The event will take place March 15, 5 – 7 PM, at the high school.

**President's Report:** Dorothy reported that she went to an OTC gathering for Everlong Records. Everlong Records offers new and used records and other media. The owners expressed great interest in collaborating with the library in the future.

### **Old Business:**

**Library Addition:** Chelsea reported that information was received from all the construction companies that bid on work for the upgrades and addition. The next step is to receive bids for the electrical work. Bids are due by February 28 at 3 p.m. The executive board, Chelsea and Peter Lauck will interview the lowest bidders.

A question was asked about the notation of “Alternate Deduct 1” on the paperwork. This would have been money saved if we did not finish the second floor.

### **New Business:**

**Township Meetings:** Chelsea reminded us to be more proactive in speaking with our individual townships throughout the year about the library's outreach to the community.

**Document Retention Policy:** The Document Retention Policy was reviewed. There being no discussion or questions, Dorothy asked for a motion to accept the new policy. A motion was made and seconded. The motion carried.

### **Dates to Remember**

- February 28, 3:30 PM - Electrical Bid Opening
- March 5, 6:30 PM – BCPL Awards
- March 11, 6 PM – Board of Trustees Meeting
- March 15, Hamburg Grange Pot Pie Fundraiser

**Adjournment:** A motion to adjourn the meeting was made and seconded. The motion passed unanimously. The meeting was adjourned at 7:12 PM.

Respectfully submitted,  
Debi Wahl, secretary

**Monthly Stats**  
**January 2024**

	<u>2025</u>	<u>2024</u>
<b>Reference Questions</b>		
People Count	2869	2706
Adult Card Registrations	18	14
Juvenile Card Registrations	3	6
<b>Circulation</b>		
Circulation of Physical Materials	4492	5516
Circulation of Other Physical Items	180	39
Circulation of Electronic Materials	871	790
<b>Total Item Circulation</b>	<b>5543</b>	<b>6345</b>
Circulation of Children's Materials	2365	2724
<b>Programs</b>		
Number of Programs for Preschool Children	2	2
Number of Programs for Children	2	2
Number of Programs for YAs	0	0
Number of Programs for Adults	4	4
Number of Programs for All Ages	1	1
<b>Total Number of Programs</b>	<b>9</b>	<b>9</b>
Preschool Children's Program Attendance	40	54
Children's Program Attendance	5	34
Young Adult Program Attendance	0	0
Adult Program Attendance	33	29
All Ages (General Interest) Attendance	12	9
<b>Total Program Attendance</b>	<b>90</b>	<b>126</b>
<b>Grab and Go Activities</b>		
Number of Children's Activities	2	3
Number of Adult Activities	0	1
Children's Participants	48	70
Adult Participants	0	40
<b>Computer Usage</b>		
PC Sessions	363	286
Wireless Count	142	131
AWE Earl Literacy Sessions		41
<b>Total Computer Usage</b>	<b>506</b>	<b>458</b>