

## Minutes of August 11, 2020

### Meeting of Board of Trustees, Hamburg Public Library

**Board members present:** Joan Adams, Bob Angelo, Jeanette Heckman, Sue Leiby, Christine Roth, Kathi Shaffer, Mike Stasulli, Barbara Strunk

**Absent:** Lori Moyer

**Also present:** Librarian Dan LaRue

**Call to order:** Meeting called to order by Jeanette Heckman at 6:00 P.M.

**Approval of minutes:** The minutes of the June meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Kathi Shaffer seconded. Motion carried unanimously.

**Financial Report:** Sue Leiby reported that in June we received \$7,000 from the Borough of Hamburg and a total of \$17,416.56 from the State/Berks County-- \$15,648.01 as the quarterly system disbursement and \$1,768.55 for system purchases. We also received \$437.98 for the Summer Reading Program and \$117.94 as reimbursement for Covid-19 supplies for the library. The Hamburg Grange donated \$50.00, and the donations to the Annual Fund Drive were \$6,185. Under expenditures, \$173.13 was spent for a Plexi-glass barrier.

In July, we received \$225 from the Hamburg Lions Club and donations to the Annual Fund Drive were \$5,815. We also received \$2,347.63 for books purchased through the State/Berks County. Under expenditures there is a new line item for a quarterly payment of \$499.83 to the System for digital media.

The treasurer's report will be filed subject to audit.

**Correspondence:** Sue Leiby read a very nice note received from Mary Laurie thanking us for our monetary gift on her retirement. Jeanette Heckman received emails from several of the individuals who came in for the interviews thanking her for giving them the opportunity to be interviewed.

#### **Library:**

Librarian's report: Dan reported that he has been doing many of the tasks of the former clerk, coming in several hours early some days so that he can work on ordering and processing materials without interruption. The assistant to the librarian, Donna Sweigert, was here to help him until her last day of work, July 17. Fortunately, two of the volunteers, Linda Reichard and Joanne Krick, have come back to help at the library. Dan also reported that the children's librarian, Becky, has been doing an excellent job in presenting children's programs on line via FaceBook.

Dan is planning a Plant Swap to be held outside sometime in September.

There was some discussion on when we could have a Book Fair again and whether or not volunteers could start working on sorting books. Dan will call Janet Barr and Janet Keener to discuss this with them.

**Building Maintenance Report:** Dan reported that he has not heard from either of the repairman for the windows or for the ceiling. Fortunately, Dan did not observe any leaking at the windows from Tropical Storm Isaias.

Library: In June the total item circulation was 844 and total program attendance was 2,109 in 14 children's programs and 2 YA programs. Computer usage totaled 56 sessions. In July the people count was 1,070; total item circulation was 3,109 and total program attendance was 5,136 in 23 children's programs and 1 YA programs. Computer usage totaled 94 PC sessions and 61 for the wireless count.

Berks County Public Libraries: The meetings have been held via Zoom. Dan reported that there are still some municipal libraries that have not yet opened.

### **Old Business:**

**Zoom Account** Dan reported that about half of the libraries in the County have an account. In a free Zoom account, the meeting time is limited to 40 minutes. The next step up is \$14.99 a month for up to a hundred participants and the meeting length could be as long as 24 hours. He will set up a free account so that the board can meet via Zoom if it becomes necessary.

**Job Interviews** Interviews were conducted on four different days by Joan Adams, Kathi Shaffer, Christine Roth, and Sue Leiby. There were four applicants for the clerk position. Of these, Ashley Shafer had the strongest library experience and clerical skills. The board recommended she be offered the position to start at \$8.50 / hour. There were three who interviewed for the position of part-time librarian. Two of the three had system library experience and were otherwise well-qualified. There was no consensus on the choice for part-time librarian.

### **New Business**

**Second interview:** It was decided to bring the two top candidates for the part-time librarian position back for a second interview. There was discussion on the salary guidelines, with starting the new librarian at \$16.50 /hour. The second interview will be conducted by Mike Stasulli, Bob Angelo, and library director Dan LaRue. The decision will to be made by September 8, when the board meets again.

**Inquiry for a photograph:** Dan received a request from a model wanting to pose for a photograph in Victorian costume in the library. She will have her own photographer.

### **Dates to remember:**

**September 8, 2020 -- HPL Board of Trustees Meeting – 6 P.M.**

**Adjournment:** Kathi Shaffer made the motion to adjourn. Sue Leiby seconded. Motion passed unanimously. The meeting was adjourned at 6:53 P.M.

Respectfully submitted,

Christine Roth, Secretary