

Minutes of December 10, 2019

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Pat Adams, Jeanette Heckman, Sue Leiby, Lori Moyer, Christine Roth, Mike Stasulli, Barbara Strunk

Absent: No one

Also present: Librarian Dan LaRue, Bob Angelo

Call to order: Meeting called to order by Jeanette Heckman at 6:01 P.M.

Approval of minutes: The minutes of the November meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Pat Adams seconded. Motion carried unanimously.

Financial Report: Sue gave an update on this Saturday's bus trip; expenses are \$1517, income is \$2365; profit is \$848. We received \$200 from the Shoemakersville Lions Club. Some additional money came in from November's Mini Book/Bake Sale bringing the profit to \$753.75. Under expenditures, \$731.49 was spent on Children's books/ activities per a memorial request. The treasurer's report will be filed subject to audit. Sue announced that she will not be present for the January meeting. The report for December will be included in the February meeting.

Correspondence: None

Library:

Librarian's Report: Dan LaRue reported a decrease in patron traffic in November probably due to people busy with holiday preparations. He reviewed the closing schedule for 2020 which is the same as in most years, except for adding March 27 as a date the library will be closed due to a County-wide in-service at System headquarters.

The Reading Public Library hired a consultant, Stephanie Williams, to work with the System on library issues. Stephanie is to visit the board meetings of each System library at least once a year. She may be attending the February 2020 meeting to discuss duties and responsibilities of library trustees

Library: In November circulation totaled 4046 items, including 225 e-books; there were 588 computer usage sessions. Total program attendance was 158, and the people count was 2762.

Building Maintenance Report: The maintenance on the windows has not yet been completed, and Dan is awaiting a progress report on the work completed thus far.

Copies of the Code of Conduct policy revised at the November meeting were distributed.

Berks County Public Libraries: No report. Invitations have been sent out to attend the annual awards ceremony.

Old Business:

Hamburg Borough Committee: Jeanette Heckman reported that the Borough will pay half of the costs for replacing the roof slate (half of \$5,703.86) and the gutters (half of \$4244.72). There was discussion of trying to find other qualified workmen who perhaps would charge less than the estimates we received from Ruppert. There was also discussion of asking the borough to pay more than half, but Jeanette pointed out how the borough does not charge us rent for the use of the building and does contribute \$28,000 a year to the library also.

Bus Trip The bus is filled for the December 14 trip.

New Business:

Fink's Tax Service: Sue Leiby has contacted this service about the possibility of completing our 990 return and inquiring about the fee. She noted that we currently pay Joseph Martin \$750.00 a year.

Proposed 2020 Budget: Sue presented the proposed budget for 2020 which she and Donna Sweigert had prepared along with input from Dan. General expenditures would be about \$7,000 higher than last year due to \$4,500 increase in salaries, \$1,100 increase in benefits, and \$1,400 increase in supplies. Also, repair and renovations will be higher based on the tentative completion of painting of the windows, repairing the roof, stone wall, and gutters. If necessary, payment for the repairs may result in taking some money from the Money Market account and some from Edward Jones investments.

Reorganization Meeting: Will take place before regular January Meeting on January 14.

Resignation of Pat Adams: Pat Adams will no longer serve on the board after 18 years on the board. She is to be commended for her years of service, not only for having served as vice-president, but also for her reliability in researching and planning bus trip fundraisers, working during Hamburg-er Fest, and baking so many delectable items for a multitude of bake sales. All on behalf of the Library! Thank you, Pat!

Dates to remember:

December 14 --- Bus Trip to New York City—HAMS 8 A.M. (Jeanette and Dan are attending)

January 14 -- HPL Board of Trustees Meeting – 6 P.M.

Adjournment: Lori Moyer made the motion to adjourn. Pat Adams seconded. Motion passed unanimously. The meeting was adjourned at 6:51 P.M.

Respectfully submitted,

Christine Roth, Secretary