

## Minutes of Annual Meeting

January 12, 2021

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

**Board members present:** Bob Angelo, Jeanette Heckman, Gloria Hess, Susan Leiby, Christine Roth, Kathi Shaffer, Barbara Strunk

Absent: Joan Adams, Michael Stasulli

**Also Present:** Director Chelsea Williams

**Call to order:** President Jeanette Heckman called the meeting to order at 6:01 P.M.

#### Elections of Officers:

- a. **President** Jeanette called for nominations for the office of President. Kathi nominated Bob and Bob accepted the nomination. There being no other nominations, Sue made the motion for Bob to be the new president, and Kathi seconded the motion. Motion passed unanimously.
- b. **Vice-President** Jeanette called for nominations for the office of Vice-President. Sue nominated Kathi and Kathi accepted the nomination. There being no other nominations, Sue made the motion for Kathi to be the new vice-president, and Barbara seconded. Motion passed unanimously.
- c. **Treasurer** Jeanette called for nominations for the office of Treasurer. Kathi nominated Sue to continue serving as treasurer, and Sue accepted. There being no other nominations, Kathi made the motion for Sue to be treasurer, seconded by Christine. Motion passed unanimously.
- d. **Recording Secretary** Jeanette called for nominations for the office of Recording Secretary. Sue nominated Christine and Christine accepted. There being no other nominations, Sue made the motion for Christine to be Recording Secretary; seconded by Kathi. Motion passed unanimously.
- e. **Corresponding Secretary** Jeanette called for nominations for the office of Corresponding Secretary. Christine nominated Gloria, and Gloria accepted. There being no other nominations, Christine made the motion for Gloria to be the corresponding secretary; seconded by Jeanette. Motion passed unanimously.
- f. **System Board Representative and Alternate** Chelsea explained that one representative from the board is needed for four meetings of the BCPL Board. Sue nominated Jeanette to serve as our representative and Jeanette accepted. There being no other nominations, Sue made the motion that Jeanette should serve as our representative at the BCPL System meetings; seconded by Gloria. Motion passed unanimously.

**Adjournment:** Gloria made the motion to adjourn; Sue seconded the motion. Motion passed unanimously. Meeting adjourned at 6:07 P.M.

Respectfully submitted,

Christine Roth, Recording Secretary

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**Absent:** Joan Adams, Mike Stasulli

**Also present:** Director Chelsea Williams

**Call to order:** Meeting called to order by Bob Angelo at 6:07 P.M

**Approval of Minutes:** The minutes of the December meeting were reviewed. Bob Angelo asked for approval of the minutes. Jeanette made the motion to approve the minutes; Sue seconded. Motion carried unanimously.

**Financial Report:** Sue reported that in December we received \$7,000 from Hamburg Borough as the payment for the 4<sup>th</sup> quarter. We also received a \$100 donation from Thrivent. The treasurer's report will be filed subject to audit.

Sue also reported that the System Report of our Revenue and Expenditures for Dec. was not received in time to include in this preliminary Monthly Report. Once that information is received, we will include those values and create the final report so our 2020 values are accurate.

Thanks to the efforts of Chelsea, we are now electronically paying some of our bills. This is a big plus for us in that we can better avoid late payment fees imposed due to the current inefficiency of the postal service. Additionally, we will save on postage as well as envelope usage in some cases.

As previously reported by Chelsea, "The County approved a \$150,000 increase in direct funding to our local libraries. Also, **thanks to Jeanette's advocacy**, the System revised its view of the Hamburg School District's contribution. That \$5000 is now considered direct municipal support. This is great news because it pushes our townships' per capita spending over \$2.5 and entitles us to more County support. We will now be receiving a combined total of \$91,131.84 from the State and County, instead of our projected \$83,914.27."

This change in our State/County allocation will necessitate that we revise the previously approved 2021 Budget. This needs to be done expeditiously since the approved budget is part of the numerous reports that must be completed in the near future.

Sue has discussed this with Chelsea, and they agreed to propose to the Board that monies be allocated for the purchase of new carpeting. This does not necessarily mean that we would install new carpeting throughout the Library. Depending on cost estimates, we might consider doing ½ of the Library this year if we could choose a carpet that is expected to be readily available in the next year. Actually, since there is a significant distance between the carpeted areas, we might not even need to choose the same carpeting for the entire Library. Sue has asked Chelsea to try to get some carpeting estimates to aid us in making this decision. Of course, the above is merely one option for the designated use of these newly available funds for the Board to consider.

Sue concluded that despite the uncertainty of 2020, it proved to be financially advantageous for the Library. This is due primarily to the fact that salaries are our most significant expense. Since most

salaries were not being paid throughout 2020, our checking acct. ended 2020 with a net gain of \$22,468.75

\$23,776.35 – end 2019 checking acct balance compared to \$46,265.10- end 2020 checking

**Correspondence:** Jeanette reported that Perry Township contacted her about increasing their funding to \$2500.

Chelsea reported that she received a letter from Amy Resh at the County that we met the requirements for Quality Libraries Aid and the Incentive for Excellence Aid and are therefore eligible for our state aid.

### **Library:**

**Director's report:** Chelsea reported that she contacted Corey's Flooring, Randy's Flooring, and T S Flooring in Schuylkill Haven for estimates for replacing carpeting. Jeanette suggested asking Rotary, Lion's Club, or HAHS for volunteers to move the books from the children's room when we do have the carpeting replaced.

Chelsea reported that she and Becky compiled the statistics for 2020 showing how much money each municipality saved by having use of the library, totaling \$373,314.

Chelsea has overseen the installation of a new copier on site and has created new signage to create a new, modern, and cohesive look around the library. She has been working on moving around the collection to better highlight it and to promote ease of browsing.

Chelsea attended the District Meeting regarding the CARES act on December 7 and the BCPL's Funding Formula Review on December 16.

Children's Librarian Becky Hartman has been doing great work in the community during the pandemic. She has created 1,743 activity kits serving 3,486 people! Her virtual story times were viewed 12,337 times.

**Children's Librarian Report:** Becky Hartman reported that in December the weekly offerings focused on fun and festive learning opportunities for preschoolers, including the themes of countdown to Christmas, "the Gingerbread Man," and Christmas Trees. The "Storytime Experience" kits available at both the library and the local Redner's were claimed quickly. Because of the positive feedback from the community, she plans to continue with the current setup and offerings in the new year.

**Building Maintenance Report:** Bob Angelo reported that he has asked AmRamp for an estimate on having a ramp put in the front of the building. There was some discussion on the possibility of seeking a grant. Gloria suggested having the flooring in the bathroom replaced and Chelsea said she would get an estimate for that.

**Library:** In December the total item circulation was 4,193 and total program attendance was 1,250, with a total of 7 preschool children's programs. There were 3 preschool STEM programs and 1,146 preschool children STEM attendance. The people count was 1,584. Computer usage totaled 222 sessions. There were 156 PC sessions and 66 for the wireless count. It is interesting to note that total item circulation and program attendance are higher than in December of 2019 although the people count is lower.

**Berks County Public Libraries:** The next meeting will be on February 24 and will be a virtual meeting. Jeanette will participate.

**Old Business:**

**Boiler Service Contract:** Bonfitto, formerly Yoder's Heating Services, has given Chelsea an estimate of \$590 for a scheduled maintenance agreement on the oil-fired steam boiler payable annually. Jeanette will contact Werley's, our oil supplier, to see what their annual cleaning price would be.

**New Business:**

**Conflict of Interest Policy:** The board reviewed the policy prepared by Chelsea. Jeanette made the motion to accept the policy as written; seconded by Gloria. Motion passed unanimously.

**Bid Procurement Policy:** The board reviewed the Policy for Bid Procurement for Federal Funds prepared by Chelsea. Jeanette made the motion to accept the policy as written; seconded by Barbara. Motion passed unanimously.

**Cash Management Policy:** The board reviewed the Policy for Cash Management Procedure for Federal Programs prepared by Chelsea. Sue made the motion to accept the policy as written; seconded by Gloria. Motion passed unanimously.

**Other:** Chelsea announced that there is a continuing education fundraising Webinar scheduled in March.

Sue suggested we contact the HASD about reserving the middle school for a book sale sometime this summer.

AARP is no longer going to help with income taxes because the Hamburg library is not handicap accessible.

Chelsea reported that book deliveries have been delayed and it's now taking two to three weeks to get books delivered from another library.

Chelsea reported that she is willing to set up the next board meeting as a virtual one, using her Zoom account.

**Dates to remember:**

**February 9, 2020 -- Virtual HPL Board of Trustees Meeting – 6 P.M.**

**February 24, 2021— Virtual BCPL Board of Directors Meeting-- 7 P.M.**

**Adjournment:** Gloria made the motion to adjourn. Barbara seconded. Motion passed unanimously. The meeting was adjourned at 7:08 P.M.

Respectfully submitted,

Christine L. Roth

Recording Secretary