

Minutes of June 9, 2020

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Jeanette Heckman, Sue Leiby, Christine Roth, Barbara Strunk

Absent: Bob Angelo, Lori Moyer, , Kathi Shaffer, Mike Stasulli

Also present: Librarian Dan LaRue

Call to order: Meeting called to order by Jeanette Heckman at 6:03 P.M.

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

Financial Report: Sue Leiby reported that the Library's taxes have been completed and filed by Joe Martin and that she paid his invoice of \$750. In May the \$306.69 donation from Mary Laurie was deposited as well as the \$180 in donations from patrons who were getting their taxes done in the library before the closing of the library in March. Sue noted that the disruption in having the taxes done in the library resulted in a significant reduction in donations we usually receive during tax season. The treasurer's report will be filed subject to audit.

Correspondence: There was none.

Library:

Librarian's report: Dan reported that books will have to be quarantined for some time once we are able to have books returned to the library. Next week the library will be open for curbside pickup on Monday, Wednesday, and Friday from noon to 5, and on Tuesday and Thursday from 4 to 8. Saturday curbside pickup will be 9 A.M. to 2 P.M.

Dan reported that he has been working with Stephanie Williams on job descriptions for those replacing Mary Laurie who retired as of May 31 and for replacing Donna Sweigart who will be leaving at the end of July. There was discussion on advertising for a part-time librarian instead of an assistant librarian. with the idea that the part-time librarian may later assume the position of library director when Dan Larue retires next year. There were several questions on the requirements for a part-time assistant librarian, namely that the educational requirement should be changed to require a degree. Sue Leiby suggested Dan ask Stephanie for a job description for the librarian itself. Jeanette suggested that Dan look into how funding is affected based on the qualifications of the librarian. We would like to hire an assistant librarian who could potentially become the library director.

Building Maintenance Report: Dan contacted the borough and Ray was sent over for a cleaning. Dan wrote to the borough to ask what the capacity is for the library. When we enter the Green phase of opening, we may only allow entrance to the library based on 50% of its capacity.

Library: In May the total item circulation was 552 and total program attendance was 2164 in 4 children's programs

Berks County Public Libraries: Dan reported he has had a number of ZOOM meetings with the System about various things in the process of opening in the yellow phase.

Old Business:

New Hires, salaries, and hours: The job description for the part-time library clerk was reviewed. This position would be for 25 hours a week. There was discussion on what the pay would be for this position. Sue asked Dan

to find out the range of salaries in the county for clerks. We will need to meet again to finish the job description. Also, we need to make some changes to the job description for part-time assistant librarian. We will meet again on Tuesday, June 16 at six p.m.

Fund Raising Letter 2020: Since there was no response to Jeanette's inquiry for sending a colorful postcard for requesting funds, the consensus was to send out the fund-raising request in the letter format used last year. Christine Roth asked Dan to check with Becky if she received the editing suggestions she had made. The plan is to have the letter printed and copied so that the trustees can fold the letters and prepare the envelopes for mailing at the special meeting to be held on Tuesday, June 16.

New Business

Re-Opening: Jeanette Heckman reported that she purchased hand sanitizer, thermometer, and masks in preparation for opening and that those expenses will be reimbursed by the System. Jeanette reported that a representative from B&G glass came to the library to assess our need for plexiglass screens. The consensus was that we would have a plexiglass screen installed at the circulation desk. Sue Leiby made the motion to approve the purchase of a plexiglass screen at the circulation desk; seconded by Barbara Strunk. Motion passed unanimously.

The Re-Opening Plans for the Hamburg Public Library prepared by Dan were reviewed. On Monday, June 15, the librarian and staff will begin a no-contact grab and go pickup for patrons. This is Stage 2 of the plans for re-opening. Patrons will be able to collect items requested online or by phone. A table will be placed outside for the pickup items and patrons will pick up their bagged books at an assigned time. Patrons may only request items owned by the Hamburg Library at this time. Ten holds will be allowed per adult account; 25 per juvenile account; 25 holds per homeschool account. In Stage 3 the library will be open with distancing restrictions with normal hours and normal staffing and volunteers. This is the stage where the library will allow patrons to enter up to 50% of our occupancy. Stage 4 will be the return to normalcy after a vaccine is widely available. In this stage public computers will be available for longer periods of time. Jeanette Heckman made the motion to approve the reopening plan; seconded by Sue Leiby. Motion passed unanimously.

July meeting: It's possible we will need to meet again in July in order to discuss filling the part-time positions for library clerk and assistant to the librarian.

Dates to remember:

June 15, 2020- Library open for curbside service only from noon until 5 P.M.

June 16, 2020 – Special meeting to prepare fundraising letter for mailing and to review job descriptions for positions to be filled-- 6 P.M.

July 14, 2020- Tentative date for a special Library Board meeting, either on Zoom or in the library-- 6 P.M.

August 11, 2020 -- HPL Board of Trustees Meeting – 6 P.M.

Adjournment: Sue Leiby made the motion to adjourn. Christine Roth seconded. Motion passed unanimously. The meeting was adjourned at 7:26 P.M.

Respectfully submitted,

Christine Roth, Secretary