

Minutes of June 8, 2021

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Bob Angelo, Dorothy Brobst, Jeanette Heckman, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer, Barbara Strunk

Absent: No one

Also present: Director Chelsea Williams

A quorum was met.

Call to order: Meeting called to order by Bob Angelo at 5:57 P.M.

Approval of Minutes: The minutes of the May meeting were reviewed. Bob Angelo asked for approval of the minutes. Motion made to approve the minutes; seconded and passed unanimously.

Financial Report: Sue reported the following activity in May:

Under Revenue: o 9300.01 Received \$500.00 Grant from Walmart thanks to Chelsea

Under Expenses: o 500.02 -- \$823.54 spent on new computer for Chelsea

o 510.02 – Paid Corey’s Flooring \$410 for deposit on linoleum

o 510.02-- \$112.20 paid to Werley’s for annual maintenance on furnace

o 800.07 – Paid \$750 to Joe Martin to prepare and file 990 Tax document

Sue pointed out that the price of first-class stamps will be going up in August and recommended that we purchase stamps early.

Jeanette recommended that this year we schedule an audit as was practiced in the past.

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

Correspondence: Chelsea reported that we have already received almost \$3000 in contributions to the annual fund.

Director’s report: Chelsea submitted her report for May as follows:

Library Updates and Operations

- Created a board member orientation binder
- The Community Survey closed with 157 responses
- Worked on preparing a new schedule with more open hours to meet our state and county requirements
 - Proposed open hours beginning first full week in July: possibly July 6
 - Monday-10-5, Tuesday 10-8, Wednesday 10-5, Thursday 1-8, Friday 10-5, Saturday 9-4 for a total of 45 hours.

Buildings & Grounds

- The bathroom flooring is on backorder and the project will be completed when it becomes available.
- The roof repair was completed. There were more broken slates than when we received the quote in 2019, so we are waiting for the updated bill.

Collections & Materials

- Finished weeding the adult fiction section and began inventory of that collection.

Finance

- We received \$250 grant from the Hamburg Area Education Foundation to start a Homeschool Collection.
- We received our Small Games of Chance License valid through April 30, 2022
- Completed and mailed the Annual Drive Letters
- We received a donation of a small telescope from Michel Ramsey to use for programming. It will be paired with other educational material and available for circulation through the Homeschool Collection.
- Completed a new donor database that will allow us to track specific donation drives, how much a person has donated and more easily complete mailings.

Outreach/Marketing

- Sent out an edition of our library newsletter, Shelf Talk
- Created a display celebrating the history of the library building for Historic Preservation Month
- Ashley created a series of Instagram posts highlighting historic artifacts about the library
- Created posters advertising our new DVDs to increase visibility for patrons

Adult Programming

- Planned any Adult Summer Quest Program
 - Participants complete a Bingo Card of reading prompts for a chance to win prizes
- Planned a summer programming series
 - Craft Takeout-Monthly adult take and make crafts
 - Virtual Lecture Series

Youth Services

Programming

- Preschool/Early Elementary Storytime Experience Kit
 - Topic—Bright and Shiny Sun
 - Content Area Learning—learning how our Sun is important to life on Earth and how the Sun's position causes changing seasons
 - Early Learning and Skills—fine motor skills; following directions; singing a song; furthering reading and learning on the themes introduced; opportunities for social/emotional growth
- Youth Services Updates/News
 - Summer Learning Program 2021
 - We are so excited for the Program which began yesterday on June 7!
 - Preparing for the Summer Learning Program requires a great deal of time and careful attention. While preparations for this year's Program began in February and have continued since, it was necessary to use the month of May to promote

the program, to finalize programming details and paperwork, and to prepare activities.

- This year's Program has been widely promoted.
 - Flyers were distributed to students in Hamburg Area School District buildings, in area preschools, at Redner's, and at the library at the circulation desk and in the glass porch.
 - Informational posters were displayed at local grocery stores and in the library.
 - Our Facebook post about the Program has helped us achieve widespread coverage, as it was posted on not only our library's page, but also the pages of many local organizations. We appreciate their support in sharing our Program.
 - We've already received so many enthusiastic comments from the community, so we are hopeful this summer will provide lots of fun and learning for our youth!

Continuing Education and Meetings

- May 14- New Director's Cohort
- May 19- BCPL Board Meeting
- May 20- New Board Member Orientation with Dorothy Brobst and Bob Angelo
- May 21- Meeting with Amy Resh, System Administrator
- May 25- District Directors Meeting
- May 25- Introduction to Grant Writing (Continuing Education)

Library: In May the total item circulation was 4,087 and total program attendance was 88 with a total of 2 preschool children's programs. There were 2 preschool STEM programs and 72 preschool children STEM attendance. The people count was 1,837. Computer usage totaled 303 sessions. There were 162 PC sessions and 141 for the wireless count.

Berks County Public Libraries: The statistics from 2021 will be used to determine funding for 2023.

President's Report: Bob submitted his report for May as follows:

Chelsea and I attended virtual meeting on "How to Tell You're a Healthy Non-Profit" presented by Joan Garry on June 2, 2021. It was interesting. A few points from the presentation included: The most important indicator of a healthy non-profit is STRONG PARTNERSHIPS, not growing membership and clean audits. The attributes of a great director and board member are the following: mission conviction, authenticity, fearlessness, excellent communication skills, humility and a sense of humor. The equation for a great board meeting is:

INFORM + ENRICH + ENGAGE = IGNITE

Also Recruit and retention should be on every board agenda. We should always discuss potential volunteers and potential board members.

Library Keys: Did everyone reply to Chelsea's request about who has keys? After the meeting, Chelsea will show everyone with keys and on the security list where everything is located.

Building Maintenance: DZ Miller had not completed the project by the end of May nor did he contact anyone. Bob will be terminating our agreement and asking the Borough for contractors. He also asked that the Borough follow up with DZ Miller who has only completed 4 windows in the back. The Borough Manager replied that if we want to pursue this matter further, she will put us in touch with the Chief of Police. She also recommended Jeff Slichter as being a reputable contractor. His phone number is (610) 207-6295.

Outside Signage: The sign needs to be repaired or replaced. Chelsea is getting estimates for different types of signs—a wooden sign, a locked electric sign that would light up, or an LED sign.

Memorial Garden: Bob suggested for people who bequeath money to the library is that we paint a rock with the name of the donor on it and place in a memorial garden in front of the library.

Old Business:

Township Meetings: Chris attended the Upper Bern Meeting. Bob will attend Upper Tulpehocken and Joan will attend Perry Township on July 13, 2021.

Consent Agenda: Pending approval from the board, a policy of using a consent agenda will be developed for the next meeting. The consent agenda would include the previous board meeting minutes, Director's report and other non-controversial items not requiring discussion as one agenda item. A motion was made and seconded to have the Board adopt the consent agenda format for Board meetings. Jeanette abstained from voting. There were eight ayes. Motion carried.

Board Committees: Upon approval, the board will establish initially a Fundraising Committee and an Executive Committee. Kathi, Dorothy, Sue and Gloria have volunteered for the fundraising committee. All Board officers and Chelsea will be part of the Executive committee to examine the bylaws and HR policies. A motion was made and seconded to establish both a fundraising committee and an executive committee. Motion passed unanimously.

Hamburger Fest: Jeanette reported that Leshers of Way-Har will set up the ice cream truck and will refer to our previous order to determine what to send us this year. We need to complete the vendor application for the OTF. There was discussion on what supplies will be needed, possibly selling baked goods and/or selling raffle tickets at that time.

Raffle tickets: These will be sold \$1 for one or \$6 for five tickets. Chelsea is preparing a flyer advertising the 50/50 raffle.

New Business:

Fine Free Pilot Program: Chelsea reported that nine other libraries in Berks County are no longer charging fines. No fines will be charged for a late item; however, a book later than 30 days will be considered "lost" and a replacement charge will be placed if the book is not returned. A motion was made and seconded to make the Hamburg Public Library a "Fine Free" Library. Motion passed unanimously.

Dates to remember:

June 16, 2021 – Virtual Presentation “Buzz: The History of Beekeeping”—7 P.M.

June 23 and June 24, 2021 – Mobile Job Lab sponsored by BCPL in conjunction with Career Link—9 A.M. - 1 P.M. at the Municipal Building

August 10, 2021 – Board of Trustees Meeting--6 P.M

Adjournment: The motion to adjourn was made and seconded. Motion passed unanimously. The meeting was adjourned at 7:09 P.M.

Respectfully submitted,

Christine L. Roth, Recording Secretary

Action Items:

Chelsea: will find out if we are required to have an in-house audit

Chelsea: will research information on replacing outdoor sign

Chelsea: will send out updated roster of contact information of Board members

Sue: will find out the cost of the UCC Church sign

Jeanette: will set up the schedule for Way-Har Ice Cream Truck for Hamburger Fest

Fundraising Committee: to meet sometime before the August Board meeting

Executive Committee: to meet sometime in July