

Minutes of March 10, 2020

Meeting of Board of Trustees, Hamburg Public Library

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

Absent: Joan Adams, 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 February meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Mike Stasulli made the motion to approve the minutes; Kathi Shaffer seconded. Motion carried unanimously.

Financial Report: Sue Leiby reported that we received an overdue notice from WB Mason that we had not paid one of their bills in 2017 and one in 2018. She researched the bank statements and concluded that the bills had not been paid. She will go ahead and make the payments. Attorney Richard Geschwindt notified us that we will receive a \$2000 bequest from the estate of Karen Speakman. Under revenue, we received \$1,683.97 from the system for unused 2019 funds. We also received \$878 in donations this past month, \$828 of which were donations made by those customers having their taxes prepared here. Blue Mt. Wildlife donated \$150, and Friends of Berks Co. Libraries donated \$1000. Under expenses, the 459.2 gallons of oil which cost \$1239.38 have already been paid as part of the pre-paid contract. The State report has been completed as has the treasurer's report. Documents to complete the 990 form for taxes have been delivered to Joe Martin. Sue also shared a summary of purchases made by the system for us and noted that the codes delineating the type of purchase are confusing and we need to set up a better system for tracking our purchases. There was some discussion on the need for a manual on library operations. Jeanette asked Dan to ask the system if they have a procedural manual we can use as a basis for creating one for the Hamburg Public Library. Sue also presented a proposal she received on the contract for electricity and asked for help in reviewing the proposal. Our current contract expires in the end of May. The rate proposed is .0619 per kilowatt hour. Mike made a motion that if the rate of .0619 is a flat rate, that we accept the proposal; Barbara Strunk seconded. Motion passed unanimously. The treasurer's report will be filed subject to audit.

Correspondence: There was none.

Library:

Librarian's report: Dan reported that one of the issues to be discussed at the next librarian's meeting on Tuesday, March 24, is the Corona Virus.

The Annual State report has been completed and filed.

The library has been busy Tuesday and Thursday afternoons when seniors come in for help in filing their taxes.

The library will be closed on Friday, March 27 for a county-wide in-service.

Library: In February circulation totaled 4335 items, including 326 e-books; there were 742 computer usage sessions. Total program attendance was 264, and the people count was 2850. To date, \$ 697 has been spent on juvenile materials and \$3112 has been spent on adult materials.

Berks County Public Libraries: The person at the System who has been doing the publicity posters for programs and activities no longer has time to prepare materials for the libraries. Dan announced that Carol Burkhardt, who has helped us in the past, has volunteered to prepare publicity materials for the programs here in Hamburg.

There will be a Trustee Workshop at the BCPL System on March 21 at 9 A.M. Jeanette Heckman plans to attend. Possibly Sue will attend the workshop on March 17.

Old Business:

Fund Raising Letter 2020: Sue is willing to work with Lori Moyer on updating last year's letter for us to review at next month's meeting, with the goal of having it ready to mail early in May. Bob Angelo suggested we also prepare a letter seeking contributions from businesses to be mailed sometime in October or November.

Bus Trips: Jeanette will look into dates for a bus trip to New York in November or December.

New Business

Five Year Plan: Copies of the Hamburg Public Library Long Range Plan 2016-2020 were distributed. It is now time to update the plan. Dan shared copies of plans from some other libraries in the system for us to compare to ours. We should come prepared to the April meeting with revisions to the plan, if needed.

Hamburg-er Festival—Selling Ice Cream: There was discussion of last year's Hamburg-er Fest, with the consensus being that once again we should use Way-Har and plan to sell milkshakes again along with having a bake sale table.

Math Program: Bob Angelo presented information on the *Crazy 8s*, a program for kindergarten to fifth-grade. It's an eight-week program one day a week for one hour. Materials are supplied for free. A minimum of twelve kids need to be registered for the program, with sixteen being the maximum enrollment. Meetings are scheduled outside of school hours and held in a public location such as a library. Meetings are to be held during the school year. Bob suggested that we contact Hamburg Area High School to see if there would be students willing to help with the program in fall. This would be good for those high school students wanting to fulfill their community service hours.

Dates to remember:

April 14, 2020 -- HPL Board of Trustees Meeting – 6 P.M.

May 16, 2020 – Annual Book/Bake Sale -- HAMS—8 A.M. to 1 P.M.

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

Respectfully submitted,

Christine Roth, Secretary