

## Minutes of May 8, 2018

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

**Board members present:** Joan Adams, Shirley Hix, Susan Leiby, Christine Roth, Barbara Strunk.

**Also Present:** Librarian Dan LaRue

**Absent:** Pat Adams, Jeanette Heckman, Lori Moyer, Michael Stasulli

**Call to order:** Susan Leiby (asked to act as president) called the meeting to order at 6:04 P.M.

**Approval of Minutes:** Christine Roth made the motion to amend the minutes of the April meeting regarding the raffle of a framed painting donated to the library to read that selling raffle tickets in the library would be up to and at Hamburg-er Day in September, with the drawing to be held at the close of Hamburg-er Day. Shirley Hix seconded the motion. Motion passed unanimously. Susan Leiby also noted that in the April minutes she had been referred to as "Cindy Leiby" instead of "Susan Leiby."

**Financial Report:** Shirley Hix presented the treasurer's report for April. She reported that we received \$7000 from the Borough of Hamburg. She also noted that the balance of the Annual Fund Drive is only \$1,995 from our budgeted goal of \$14,000 due to having received \$6,775 in donations in April. Under expenditures she pointed out \$50 sent to Our Town Foundation for our registration to participate in Hamburg-er day and \$90 as a refund for the bus trip to Washington that was cancelled. The treasurer's report will be filed subject to audit.

**Correspondence:** There was no correspondence.

#### **Library:**

*Librarian's Report* Dan reported that Donna went to the day care center near the Hamburg Center several Friday mornings to conduct children's programs. The programs on the Opioid Crisis and on Autism were well-attended. The next program will be this Thursday. David Adams, president of the Grundsow Lodge, will present a program on Pennsylvania Dutch.

Also, we continue to receive donations for the fund-raiser from people outside our service area who regularly use our library.

Dan attended a round-table on the system's policies for collecting on overdue books. The System wants there to be a uniform system of charging fines and there is some discussion on raising fines while others want no fines charged at all.

The resignation of Miss Kim, the Story Rider, is effective the end of May. The System does not have enough staff to send someone out every week this summer..

Some people who have never been in the library before attended the Plant Swap this past Saturday.

*Library:* In April circulation totaled 4474 items including 204 e-books; total program attendance was 130, and the people count was 3140.

*Building Maintenance:* Dan suggested we wait until the next meeting to discuss building maintenance in the hope that Mike Stasulli will have received estimates for the repair of the roof by then.

*Berks County Public Libraries System Meeting:* Pat Adams attended the County meeting and received information on the new funding formula. Hamburg's funding will increase by 3.5% from 2017 to 2019.

## **Old Business:**

**Children's Librarian Position** Donna Sweigart presented a job description for a Youth Services Librarian which included desired qualifications and responsibilities for the part-time employee who would be replacing her when she steps down as Children's Librarian in November. There was some discussion on the starting salary, with Donna noting that some System libraries pay \$13.50 or \$14.00 per hour. Because the Director and the youth services librarian are technically borough employee, Dan will need to contact the borough manager regarding the policy for advertising for positions to be filled and will also inquire as to whose responsibility is it to determine the hourly wage. The job description once it is on ListServ can be distributed throughout the state.

## **Fundraising**

Dan will order tickets for the raffle of the framed painting and have them ready for the next meeting. Susan Leiby offered to check on line to order raffle tickets. Other means of fundraising in addition to the raffle for the framed painting of the library were discussed. Susan suggested we conduct a 50-50 raffle during the Bake Sale on May 19. She will sell the tickets for \$1 each or six for \$5. The drawing will be held at the close of the Bake Sale at 1 P.M. May 19.

## **New Business:**

**Printed Financial Reports:** Board members had not received the financial reports via email prior to this meeting due to an oversight. Christine Roth requested a paper copy to aid her when taking minutes on the treasurer's report. Shirley made the motion that we return to having printed financial reports available at each meeting. This motion was seconded by Joan Adams. Motion passed unanimously.

**King's Academy Proposal:** This proposal which pertains to a bus trip next year will be discussed at another meeting when more board members are present.

## **Dates to Remember:**

**May 19— Annual Book Sale/ Bake Sale—HAMS – 8 A.M. --- 1 P.M.**

**June 12— HPL Board of Trustees Mtg.-- 6 P.M.**

**Adjournment:** Shirley Hix made the motion to adjourn; Joan Adam seconded the motion. Motion passed unanimously. Meeting adjourned at 7:01 P.M.

Respectfully submitted,

Christine Roth, Secretary