

Minutes of May 12, 2020

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Bob Angelo, Jeanette Heckman, Sue Leiby, Lori Moyer, Mike Stasulli

Board members Attending Via Phone Conference Call: Joan Adams, Christine Roth, Kathi Shaffer, Barbara Strunk

Absent: No one

Also present: Librarian Dan LaRue

Call to order: Meeting called to order by Jeanette Heckman at 6:04 P.M.

Approval of minutes: There having been no meeting in April due to the Corona virus quarantine, the minutes of the March meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Bob Angelo seconded. Motion carried unanimously.

Financial Report: Sue Leiby reported that in March we received a 2nd quarter payment of \$7000 from the Borough of Hamburg and a 2nd quarter payment of \$15,648.00 from the System. We received some donations related to tax preparation done in the library and \$2000 in a general donation from the Speakman bequest. In April we received \$1000 from Upper Bern Township. In April no salaries were paid to Donna Sweigert and Mary Laurie. We had a loss of our usual revenue from tax prep donation, and will have a further loss this month because of not being able to have the annual book/bake sale. Mary Laurie sent in a check for \$306.69 because she had received an overpayment in her pay in March. Lori Moyer made the motion to accept the check as a donation; motion seconded by Bob Angelo. Motion carried unanimously. Sue reported that all bills have been paid and are up-to-date.

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

Correspondence: There was none.

Library:

Librarian's report: Dan called the attention of the trustees to the slide presentation given at the trustees' workshop on April 28 describing the roles and responsibilities of board members. He has emailed this information to each of the board members.

Mary Laurie, Library Assistant, has submitted her letter of resignation effective June 1, 2020. Along with her letter, she prepared a detailed job description of her position as library assistant, which will be very helpful as we find a replacement for her. Also, Donna Sweigert plans to retire effective July 31. Therefore, we will need to hire two new people in the next few months.

Becky Hartman had been presenting online children's programs on FaceBook and is working on summer reading programs that will be done remotely.

Building Maintenance Report: Dan will contact Marisa Lenceski about scheduling a thorough cleaning for the library before the library re-opens.

Library: In March circulation totaled 2707 items, including 377 e-books; there were 324 computer usage sessions. Total program attendance was 151, and the people count was 1487. To date, \$1,523 has been spent on juvenile materials and \$3,491 has been spent on adult materials.

Berks County Public Libraries: The county website has posters or signs to be downloaded and posted by the libraries instructing library users on procedures to be followed once libraries re-open.

Old Business:

Fund Raising Letter 2020: Because there was so much static and interference on the line being used for the conference call, the decision was made that those members present in the library would remain after the meeting adjourned to work on revisions to the annual fund letter. Last year's fundraising letter is on a flash drive and can be edited once the board has agreed on the revisions.

Bus Trips: At this point we do not know if we will be able to run any bus trips to New York in November or December.

Five Year Plan: Updating the Five-Year Plan is postponed for now.

Hamburg-er Festival—Selling Ice Cream: At this point we do not know if there will be a Hamburg-er Festival this year. A designated window for pickup will be established

New Business

Re-Opening: Dan explained the information on re-opening the library he gained from a two-hour System meeting on May 8. For the time being, the System does not want materials to be returned immediately. The date for re-opening has not been set. When the library does reopen, it will be in several phases. First, we will open for patrons to pick-ups books they have requested by phone or online. A designated window for pickup will be established with a phone call from the patron when the patron gets to the library and then the books will be delivered at the door. Then when we do open for the public, customers will be required to practice social distancing, browse only briefly, pick up their materials, and then leave. We will need to buy supplies such as masks and hand sanitizers for our staff and volunteers. We will need to mark the floors to indicate the required six-feet of distancing between patrons. We plan to install plexiglass barriers around the checkout desk and around Dan's desk. Computers will be moved to create a six-foot distance between users.

Dates to remember:

June 9, 2020 -- HPL Board of Trustees Meeting – 6 P.M. (Due to the interference on the line for the conference call, Jeanette suggested we try using Zoom for a videoconference for the next meeting.)

Adjournment: Christine Roth made the motion to adjourn. Jeanette Heckman seconded. Motion passed unanimously. The meeting was adjourned at 6:40 P.M.

Respectfully submitted,

Christine Roth, Secretary