

## Minutes of December 8, 2020

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

**Board members present:** Bob Angelo, Jeanette Heckman, Gloria Hess, Sue Leiby, Mike Stasulli, Kathi Shaffer

**Absent:** Joan Adams, Barbara Strunk, Christine Roth

**Also present:** Director Chelsea Williams

**Call to order:** Meeting called to order by Jeanette Heckman at 6:00 p.m.

**Approval of minutes:** The minutes of the November meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Mike Stasulli seconded. Motion carried unanimously.

**Financial Report:** Sue Leiby reported that we received \$100 from Upper Tulpehocken Township and \$5000 from the Hamburg Area School District. Under expenditures, \$2500 was sent to Ruppert Remodeling for pre-work materials as per our contract. They expect to start work soon. The treasurer's report will be filed subject to audit.

Sue reported that Dan LaRue's Bank of America credit card account has been closed and one has been opened for Chelsea Williams. Edward Jones sent a notice that the Pfizer security we own has been spun off into a new company, Viatrix. According to Marisa Lenceski, Hamburg Borough Manager, Chelsea's stipend for medical coverage will begin 1/1/2021. The library will be billed \$666.67 a month. Sue reported that due to the current mail delays, we have been having trouble receiving our Amazon bills in time for their timely payment. One Amazon late fee was waived, but we were charged \$35 for another. Chelsea will look into creating an online account to pay online. Sue reiterated the need for keeping detailed records of important documents and cards.

Sue also discussed the Cooperative Purchasing Agreement with Berks County. In previous years, the County has held \$18,000 from our State and County funding to use to purchase materials on our behalf. This year, we are requesting that they hold \$22,000 due to a change in DVD purchasing procedures. Chelsea then explained the procedure for purchasing DVDs through cooperative purchasing instead of Amazon, and the benefits and drawbacks to each.

Sue purchased \$600 dollars' worth of Red Robin gifts for \$480 dollars to sell at the library as a fundraiser.

### **2021 Budget:**

Sue introduced the proposed 2021 budget for consideration. The library will receive the full allocation of State and County funding, totaling \$83,940. Gloria Hess made the motion to approve the proposed 2021 budget, and Mike Stasulli seconded. Motion passed unanimously.

**Correspondence:** Gloria sent thank you letters to Windsor and Tilden townships for their contributions to the library.

### **Library:**

Director's report: Chelsea reported that Tabitha Engel, the new library clerk, began her training. Chelsea prepared training materials and began working on a procedure manual. Chelsea also discussed the current weeding and reorganization project at the library. Chelsea and Ashley Shafer are currently weeding outdated and non-circulating material. They are also moving highly circulating collections to more prominent locations in the library. Chelsea reported she picked up a new bookshelf for the children's room from the Fleetwood Library, who gave it to the library for free.

Chelsea reported that the current copier lease is expiring in January 2021. This week she met with a representative from Fraser AIS (our current copier lease-holder) to discuss options for renewal. Chelsea recommended an option to the board that was a 48 month lease at \$215 a month for a comparable model to our current copier. The current lease is \$270 a month. This contracted plan includes installation, service calls and toner. The board decided on the option that Chelsea presented. Sue motioned to enter into this contract for the copier lease, Bob Angelo seconded the motion. The motion passed unanimously.

Children's Librarian Report: Becky Hartman is offering free weekly grab-and-go "Storytime Experience" kits in an effort to reach our community's youth during the Covid-19 pandemic. These kits are geared toward toddlers, preschoolers, and early elementary students. In addition to the kits, which can be picked up on the Library porch or inside Redner's Market in Hamburg, Becky also posts virtual story times for younger children on our Facebook page. Grab-and-go activity options for older elementary students and teens are also available at the library and at Redner's.

Sue asked if we had our own website and if there was a way for patrons to find new items or items that our library specifically owns. Chelsea explained that the website and catalog are hosted through the Berks Library website, but there are ways to narrow catalog searching to search only for Hamburg owned items. We also have a new item link on our page. Likewise, Chelsea mentioned that she will be starting a newsletter in January which will also highlight new purchases.

Mike asked if the library had a PayPal account, so that people could donate money to the library online. There was a discussion about creating one, and Chelsea will follow up.

Jeanette asked about curbside pickup because of rising COVID-19 rates. Chelsea explained that at this point each library is making its own decision but the Governor is making a statement by the end of the week regarding new restrictions, and that that announcement might affect libraries. Chelsea also explained that everyone must wear mask in the building or the library could be shut down for noncompliance.

Building Maintenance Report: Jeanette Heckman spoke to Damian (D.Z. Miller Contracting) regarding the window-painting project. He told her that he would start the project next

week. Jeanette also spoke with Ruppert's Remodeling. They received the payment for the slate and hope to finish the project this month.

Chelsea received a letter that Yoder's Heating Service (our boiler maintenance company) is going out of business and joining a new company, Bonfitto, Inc. There was discussion about whether to switch to this new company. Jeanette will get an annual cleaning price from our oil supply company. Chelsea will get a price from Bonfitto and contact the Borough to see what company they will be switching to.

Library Statistics: In November, the total item circulation was 4,193 and total program attendance was 1,567, with a total of 12 programs – 8 preschool programs, 2 children's programs, 2 YA programs, 4 preschool STEM programs, and 2 YA STEM programs. The people count was 1,590. Computer usage totaled 282 sessions. There were 159 PC sessions and 123 wireless sessions.

Berks County Public Libraries: Jeanette attended the BCPL Board Meeting on November 18. There was nothing new to report.

### **Old Business:**

### **Long Range Plan:**

After a discussion, the board tabled redoing the long-range plan this year. Chelsea mentioned that a survey of the community and its needs for the library will be done in early 2021. The results of that survey will be used to formulate a new long-range plan.

### **Policies**

Chelsea went over the BCPL 2020 library policy audit, which lists the library's current policies and the last revised dates. Chelsea also gave a list of policies recommended by the County system.

### **New Business:**

#### **District CARES Act**

Chelsea explained that the Reading Library District received CARES Act money from the State. After distributing it equally, each library is eligible to receive \$1,270. This money can only be used as reimbursement for specific expenditures, which include PPE and cleaning supplies, technology, or subscription services for patrons. These funds need to be used by September 2021. Chelsea suggested that this money be used to purchase a staff laptop for working from home, attending virtual meetings, and conducting online programs. In order to be eligible, the Library must have a board approved Conflict of Interest Policy, a Bid Procurement Policy, and Cash Management Policy or Procedure. Chelsea will have each of those ready for the Board's approval at the January meeting. Sue suggested using Hamburg Borough's bid procurement policy.

### **Board Term Expirations**

The following board members current terms end at the end of the year.

Joan Adams- Jeanette will talk to her about whether she would like to stay on the board.

Michael Stasulli- Agreed to serve another three-year term

Barbara Strunk-Agreed to serve another three-year term

Christine Roth- Agreed to serve another three-year term

Sue Leiby- Term will be adjusted by the borough to end 2022.

**Dates to remember:**

**December 16, 2020 — BCPL Funding Formula Review- 7 p.m.**

**January 12, 2021— Hamburg Public Library Board of Trustees Meeting – 6 p.m.**

**Adjournment:** Sue made the motion to adjourn. Bob seconded. Motion passed unanimously. The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Kathi Shaffer

Acting as Secretary for the meeting