

Minutes of February 11, 2020

Meeting of Board of Trustees, Hamburg Public Library

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

Absent: none

Also present: Librarian Dan LaRue, Stephanie Williams—Reading District Consultant

Call to order: Meeting called to order by Jeanette Heckman at 6:00 P.M.

Approval of minutes: The minutes of the January meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Joan Adams seconded. Motion carried unanimously.

Financial Report: Sue reported that in revenue we received \$1,350 from Perry Township. We received \$21,648.11 from the State/County as 1st quarter distribution. The treasurer's report will be filed subject to audit.

Correspondence: Dan LaRue reported that we received a letter from Friends of Libraries contributing \$1,000 to be used for programming or for staff to attend meetings.

Library:

Librarian's Report: Dan reported that he and Sue worked on the annual report last week and is almost ready to put it on-line, noting that we can call Stephanie Williams with any questions. He presented a report showing count of Active Borrowers by Municipality.

Library: In January circulation totaled 4193 items, including 297 e-books; there were 815 computer usage sessions. Total program attendance was 100, and the people count was 2,636. \$346 was spent on juvenile materials and \$2053 was spent on adult materials.

Berks County Public Libraries: The System is creating a system wide report this year, dedicating two pages to each of the libraries. This report will replace the tri-fold we have used in the past. Our library statement, goals, and the statistics for 2019 will be included in the county-wide document.

There will be a Trustee Workshop at the BCPL System on March 17 at 1 P.M. Bob Angelo and Sue plan to attend.

Barbara Dietrich, who has been training service dogs for many years, is presenting a program on her life as a trainer of service dogs on Monday, February 24.

Old Business:

Fund Raising Letter: Lori Moyer will be working with Dan on revising 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.

Fines for Young Adult Materials: Jeanette Heckman reported that the BCPL stated that we are NOT to charge fines for overdue young adult materials.

Future Bus Trips: Sue presented a list of ideas for possible bus trip options: Philadelphia Flower Show, Chatsworth NJ Cranberry Festival. Grounds for Sculpture, Princeton University Ghost Tour, Glen Cairn

Museum, Gaylord Nat'l Hotel Ice Show, Gettysburg & Eisenhower Farm, and Longwood Gardens. Jeanette suggested adding Virginia Air and Space museum at Langley, VA to the list. Another suggestion was the Revolutionary War Museum. Dan will contact other libraries to see if any would want to partner with us to sponsor a trip.

New Business

Stephanie Williams – Reading District Consultant: Stephanie presented packets of information on the need for Library's Corporate Records Notebook, the Trustee Resource List, and a handout explaining what is meant by the District Library Center. Stephanie explained the different roles of the District Consultant and the System Administrator. For example, Stephanie handles any questions or concerns regarding hiring; while Amy at BCPL handles questions concerning finances. Stephanie suggested we contact her sometime in May or June for assistance in finding a replacement for Dan when he retires at the end of the year. She also explained that the district library center provides direct library service without charge to all residents of the district which includes all member libraries of the Berks County Public Library System. She will counsel us in interpreting the Library Code and Regulations, and act as a liaison between the library and the Office of Commonwealth Libraries. She also reviewed the duties of the Board and the Library Director.

Five Year Plan: At the March meeting we will need to review and discuss where the library wants to be in 2025. We will need to have measurable goals.

Speaker for a new program: Sue suggested we have a speaker who could help people better understand how to more fully use their cell phones. She suggested Iyana M. Cesar, 484-769-6779, whose email is iyanamarie1013@gmail.com. Dan may be contacting her to see if she is willing to present a program.

Hot Spots? T-mobile called regarding hotspots that could be rented by library customers to get online at home. As an example, Dan mentioned that Kutztown pays \$30 per unit which is rented for \$40 per month. Dan also noted that Fleetwood is discontinuing this service because of problems with patrons not returning them.

Tilden Township: Kathi Shaffer and Jeanette will be attending the Tilden Township meeting tomorrow evening. They plan to present a certificate of appreciation to Pat Adams for her years of service to the library.

Dates to remember:

March 10, 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 Strunk made the motion to adjourn. Joan Adams seconded. Motion passed unanimously. The meeting was adjourned at 7:19 P.M.

Respectfully submitted,

Christine Roth, Secretary