

Minutes of September 8, 2020

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Jeanette Heckman, Sue Leiby, Kathi Shaffer, Mike Stasulli, Barbara Strunk

Absent: Bob Angelo, Christine Roth

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 August meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Mike Stasulli made the motion to approve the minutes; Barbara Strunk seconded. Motion carried unanimously.

Financial Report: Sue Leiby reported that in August we received Annual Fund receipts of \$2,081.45.

Expenses: Nothing Significant

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

SUMMER Reading Program Budget (NOTE FROM SUE LEIBY)

It has been discovered that Donna was attributing the wrong line item to various bills resulting in the Summer Reading Program appearing to be over the budgeted amount.

Becky felt responsible for this though she was not the employee who made the error.

I explained that this is not her fault.

Correcting each affected line item on each 2020 monthly report would be a monumental and time intensive task which I am not willing to do because it serves no practical purpose.

Becky still legitimately has nearly \$200.00 left in her budget with which to buy any needed materials in 2020.

Though Donna never fully explained to her how to work within her budget and attribute purchases properly, I have explained that and that will not now be a problem in 2021.

Additionally, I will involve Becky, as appropriate, in the budget planning process for 2021 and future budget development.

Sue Leiby reminded the board that she will be paying and mailing the library bills from her home while she rehabs from surgery. Dan or Jeanette will deliver the bills to Sue's house.

Correspondence: Daniel LaRue received a letter from Lori Moyer that she has resigned from the board. She is willing to continue as a volunteer helping with fundraising projects.

Library: Gloria Hess applied to the borough for the vacant library board position. She is interested in possibly holding a book fair at the Tilden Township Building at the pavilion.

Librarian's report: An adult book club is meeting at the library every 4th Thursday of the month at 6:00 PM.

Ashley, the new library clerk, needs a computer. Jeff, in the system, reported that a \$700.00 new computer could be bought or he would be able to fix a computer and upload all of the programs Ashley would need for library use. This computer would be free. It was decided to get the 'free' computer for Ashley. The library would then have three computers: Dan, Becky, and Ashley.

Ashley Shafer and Chelsea Williams will be asked to attend the next library board meeting held on Tuesday, October 13, 2020 at 6:00 PM.

Christne Roth has been taking care of the thank you letters to the people who are donating to the library.

Plant Swap will take place outside on September 26, 2020.

Building Maintenance Report: Jeanette reported that she talked with Dennis Miller about the windows. He said he would get back to the library before the winter. Mr. Miller was paid 1/3 of his bill up front.

Mr. Rupert was called about fixing the roof. He said he was waiting for the slate singles to arrive in order to fix the leak in the roof. The shingles should arrive before the end of September.

Library: In August the total item circulation was 4246 and total program attendance was 200 in 3 children's programs and 42 in 3 YA programs. The people count was 1,263. Dan reported that the people count for August was low; however, the items going out of the library was almost the same amount as in January/February.

Total usage totaled 115 PC sessions and 56 for the wireless count. The computer usage is down due to people not staying in the library for long periods of time.

Berks County Public Libraries: Stephanie Williams sent out an email about a Trustees Workshop. It isn't a Zoom meeting; you may watch at your leisure.

Old Business:

Ashley Shafer was hired as the library clerk. She has already started at the library on September 2, 2020.

Chelsea Williams was offered and accepted the library director position. She will be offered \$18.00/hour plus health benefits. Chelsea will work a 36 hour work week. The amount of weekly hours is subject to change.

Chelsea will start her library position on October 1, 2020. The first two weeks, she will work part time and after that will become full time.

Job Interviews

Kim Cowell was originally offered the library director position but declined it.

New Business:

Sue Leiby received a card from Werley's offering a pre-paid price of \$1.999 per gallon of heating oil. This is a .70 heating oil savings per gallon from last year. It was discussed if we should buy 1,500 or 2,000 gallons of heating oil at the prepaid price of \$1.99/gallon. After discussion of money in the budget, it was decided to purchase 1,500 gallons of heating oil for \$1.99/gallon.

Dates to remember:

October 13, 2020 -- HPL Board of Trustees Meeting – 6 P.M.

Adjournment: Sue Leiby made the motion to adjourn and Mike Stasulli seconded. Motion passed unanimously. The meeting was adjourned at 6:36 P.M.

Respectfully submitted,

Kathi Shaffer,

Acting as Secretary for the meeting