

Minutes of April 10, 2018

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Pat Adams, Jeanette Heckman, Shirley Hix, Susan Leiby, Christine Roth, Michael Stasulli, Barbara Strunk.

Also Present: Librarian Dan LaRue

Absent: Lori Moyer

Call to order: Jeanette Heckman called the meeting to order at 5:59 P.M.

Approval of Minutes: Shirley Hix made the motion to accept the minutes of the March meeting as written; Barbara Strunk seconded the motion. Motion passed unanimously.

Financial Report: Shirley Hix presented the treasurer's report for March. She reported that the Annual Fund Drive revenue was \$5,230 at the end of March. Under expenditures she noted that \$409.47 was paid for the bags needed for the book sale and that \$783.92 was spent for the copier lease. The treasurer's report will be filed subject to audit.

Correspondence: Dan LaRue reported that we received a letter from Our Town Foundation asking if we are participating in Hamburg-er Day. There is a \$50 deposit due to OTF with registration. The decision was to sell ice cream as we have in the past. Jeanette Heckman will call Way-Har to reserve the truck to sell ice cream and will deliver the deposit and registration form to OTF this week.

Library:

Librarian's Report Dan reported that he contacted Windsor Press regarding publishing the annual fundraising letter in the *Merchandiser*. The costs for a quarter page ad is \$186.72. The cost of an insert is either \$52.00 per thousand for supplied inserts or \$43.00 per thousand plus the charge for printing the inserts. Dan will contact Windsor Press to find out the cost of the printing charge for the inserts.

The programs for the month include one on the Opioid Crisis on Thursday, April 12 and one on Autism on Monday, April 23. Also, on April 21, a speaker from Berks Bards for National Poetry Week will conduct a poetry workshop here in the library.

The AARP program on tax help and rent and tax rebate forms for seniors ends this Thursday. Nearly two hundred senior citizens have made use of the services provided by the AARP volunteers.

Library: In March circulation totaled 5072 items including 224 e-books; total program attendance was 142, and total computer usage was 923 hours.

Building Maintenance: Dan reported that the estimate from Mumma's Masonry for repair of the stone wall out front is \$1670 to caulk and repoint all the cracks in the wall. The estimate from Crystal Clear Construction is for \$1300. There was some discussion on how this compared to previous estimates. Shirley Hix suggested that we specify exactly what we want to have done when a repair is needed and then give it to contractors so that there is uniformity in the estimates we receive. Michael Stasulli will write a description of the work to be done to repair the roof and submit it to Mark Fisher Roofing and to Crystal Clear Construction LLC.

The estimate from Crystal Clear Construction LLC is \$130 for repair of the copper gutter, including installing a new copper outlet and soldering in place. The estimate of \$1300 for repair of the stone wall

specifies removal of damaged mortar and debris, applying new mortar to ensure that missing decorative stones are properly placed and cemented in, applying a finish coat to the entire length of the wall, and removing debris. This rate includes labor and material. Shirley Hix made the motion that we hire Crystal Clear to replace the gutter and repair the stone wall; Pat Adams seconded. Motion passed unanimously.

Berks County Public Libraries System Meeting: Pat Adams will attend the meeting this Wednesday,

Old Business:

Fund-raiser letter: The total as of March 31 was \$5,230 with \$14,000 being the amount budgeted for 2018.

New Business:

Children's Librarian Position Donna Sweigart announced that she plans to retire from her full-time position in autumn and would like to work part-time as an aide every Monday and Thursday and one Saturday a month, for a total of 16 hours most weeks. She recommended hiring a part-time Children's Librarian who would work Tuesday, Wednesday, and Friday and one Saturday a month.

Gift Card Fundraising Bingo Dan presented information on a gift-card bingo fundraiser for the Oley Community Library. Businesses in the community donated gift cards as the prizes. There was some discussion on the feasibility of our using this method for fund-raising—what facility could be used, where would we get bingo materials, where would we obtain prizes.

Another method of fund-raising is to conduct a raffle for a framed painting of the library painted by Stewart Biehl. This painting was donated to the library last week by Mr. James Gilmartin. There was discussion of selling raffle tickets in the library and also at the book sale in May, with the drawing to be held at the close of the book sale.

Dates to Remember:

May 8— HPL Board of Trustees Mtg.-- 6 P.M.

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

Adjournment: Shirley Hix made the motion to adjourn; Cindy Leiby seconded the motion. Motion passed unanimously. Meeting adjourned at 6:58 P.M.

Respectfully submitted,

Christine Roth, Secretary