

## Minutes of August 13, 2019

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

**Board members present:** Pat Adams, Joan Adams, Sue Leiby, Barbara Strunk, Jeanette Heckman, Mike Stasulli and Lori Moyer

**Board members absent:** Christine Roth

**Also present:** Librarian Dan LaRue

**Call to Order:** Meeting called to order at 6:05 p.m.

**Approval of minutes:** The Board reviewed the minutes from the June meeting. Pat Adams made the motion to approve; Sue Leiby seconded. Motion passed unanimously.

**Financial report:** In June, the \$ 7000.00 quarterly payment arrived from the Borough of Hamburg and the System sent the quarterly State/County payment totaling \$ 14,682.54. So far the Annual Fund drive total is \$ 13,938.10.

In July, the miscellaneous expenses reflect the dollars we collected on other libraries' materials and were reimbursed. We also received moneys from other libraries for the same reason. We received \$ 1000.00 matching grant donation; \$ 50.00 from the Hamburg Grange, and \$ 200.00 from the Hamburg Lions Club.

The treasurer wondered about the roles that Donna and Becky have. The librarian explained that when she was full-time, Donna did both the financial/computer work and served as the children's librarian. Now that she is no longer full-time, she does only the financial/computer related work and Becky has the children's side of operations. Donna plans to retire in about two years and when she does, she will train whoever takes her place. Becky presently takes work home with her and hasn't the hours to do as a part-timer what Donna did full-time. Jeanette Heckman said she would ask Donna to write up the duties she does in a typical week.

**Correspondence:** We received a letter from attorney Richard L Geschwindt, Esq. about the estate of Karen V. Speakman. We may or may not receive money or property from her estate. The letter was just to advise the library that it is in her will.

Sue Leiby spoke of a correspondence with a couple from Indiana who sell used books. The board decided to look for local venues of persons or businesses who would do that service following the book sale.

#### **Library:**

*Librarian's Report:* The librarian briefly reviewed the summer programming which will end this Saturday. The attendance and participation of both children and adults seem to have improved over last year, but we won't know until all the statistics are tallied.

The librarian attended a seminar on homelessness in the Allentown Public Library on August 5. He gave a summary of the seminar and its conclusions.

Statistics for the months of June and July were handed out.

The board reviewed and amended the overdue policy since the overdue schedule changed in January and is different in several aspects. Joan Adams made the motion to accept the changes to the policy; Lori Moyer seconded. Motion passed unanimously.

*Building maintenance report:* The librarian spoke with DZ Miller who was contracted last fall, but could not do the work because of the rainy season and a backlog of work. He expects to be able to paint the windows this month or September and the librarian will ask if he can caulk the windows where they are leaking or refer us to someone who can. He will receive 1/3 of his pay when he begins work and the rest when he finishes.

*Berks County Public Libraries:* No report.

#### **Old Business:**

*Pay Pal:* The Librarian with the help of Lara Thomas finished installing Pay Pal. It needs to be finished by signing in with the user name and password of the account. Sue Leiby said that she is not willing to sign in because her personal account has the same user name and password and is linked to the library account. She's afraid of being hacked. After discussion it was decided that she will speak to the bank about the issue and if the matter cannot be resolved to her satisfaction, we will not open the Pay Pal account.

*Hamburg-er Days:* The board planned the set-up for the ice cream truck from Way Har, if we have enough volunteers, when they would volunteer, etc. Lori Moyer and Mike Stasulli spoke of the tables to be used for the bake sale and where to place the tables. Mike said that he and his wife would help to clean and move the tables front from their location now behind the building. This year we will sell milk shakes as well as ice cream. We need more volunteers and the board asked the librarian to keep a sign up sheet in the library in the event that people volunteered to do this.

#### **New Business:**

*New York City Bus Trip:* The bus trip is scheduled for Saturday, December 14 so riders can make reservations for programs in New York and to see Christmas decorations. Last year we charged \$ 45.00 for the bus trip; this year, because we're with a new bus service, we'll charge \$ 55.00 per person.

#### **Dates to remember;**

**August 31, 2019—Hamburger Days**

**September 10, 2019—HPL Board Meeting—6 p.m.**

**December 14, 2019—New York City Bus trip—leave Hamburg Middle School 7 a.m.**

**Adjournment:** Joan Adams made the motion to adjourn; Mike Stasulli seconded. Adjournment was at 7:36 p.m.

Respectfully submitted,

Dan LaRue, Acting secretary in Christine Roth's absence.

