

## Minutes of January 9, 2018

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

**Board Members Present:** Joan Adams, Pat Adams, Mike Stasulli, Lori Moyer, Shirley Hix, Jeanette Heckman

**Also Present:** Librarian Dan LaRue

**Members absent:** Christine Roth, Sue Leiby, Barbara Strunk

**Call to order:** Jeanette Heckman called the meeting to order at 6:13 p.m.

**Financial report & 2018 Budget approval:** Due to a need for the treasurer to leave early, the board heard her report first and reviewed the 2018 budget.

All regular contributing townships/boroughs gave money in 2017 except for Shoemakersville and Upper Bern Township. More money for photocopies and Memorials were received than budgeted; fines were lower primarily because Polaris now sends notices for items that will soon be due to remind customers. Under expenses, the copier lease was paid twice and money was returned from that line item. We did very well with our investments in the stock market. There was some discussion on why the materials budget was over budget and the librarians were urged to keep a closer eye on expenditures of new materials.

In the review of the new budget itself, there is no change in state/county monies and local sources are all the same. Overdue line was reduced and photocopies raised, as well as Memorial line item and Donations. The fundraiser line will be \$ 14,000 and Hamburger Days line lowered to \$ 1000.

Salary figures are from the borough. No changes in material budget. Oil line item was raised and electricity lowered.

Mike Stasulli made the motion to accept the budget as presented; Joan Adams seconded; motion passed unanimously.

**Approval of minutes:** The board reviewed the minutes from the December Meeting. Pat Adams made the motion to accept them as written; Mike Stasulli seconded. Motion passed unanimously.

**Correspondence:** Jeanette Heckman received a letter from a patron who complained about a dog in the library last week. The librarian had thought there was no prohibition in the policies about animals, but found one in the policy on Patron Behavior. The board reviewed the whole policy and passed it with the amendment to # 5 item which now reads: "No animals/pets permitted except for service animals or those participating in a library program." Mike Stasulli made a motion to accept the amended policy; Joan Adams seconded. Motion passed unanimously.

#### **Library:**

*Librarian's Report:* The librarian noted that December is usually and was the slowest month of the year for circulation. He noted that Donna Leibensperger Parr will present a program on January 29 on Funeral Planning and had posters for the board to distribute. He's working on a program for February/March on Pa German language. Next month the AARP will begin their tax help for Seniors and we are receiving many calls for appointments.

*Building Maintenance:* No report.

*Berks County Public Libraries:* There was no meeting. There will be a meeting of the Friends group in February when awards will be presented in various categories. The librarian said he nominated two persons, but the nominations are still open and he has not received any notifications of awards yet.

**Old Business:** none

**New Business:**

*Future bus trips:* Pat Adams will check into a bus trip for mid-April to Washington, DC and the usual November bus trip to New York City.

*Annual Fundraising letter:* Will be the same format as last year.

*Financial pages:* Lori Moyer raised an issue about the use of multiple colored pages for the financial report which she feels are a waste of money. After discussion, Jeanette Heckman noted that the Borough Council receives its financial papers via email and directed the librarian to have them sent by email to each member the Friday before the meetings.

*New Carpet?:* Mike Stasulli noted that there is no money for cleaning the carpets listed in the budget and therefore there is none for new carpets. The librarian said that it was his understanding that the money would come from the Macheimer Building fund. After a brief discussion, Jeanette Heckman suggested that a new carpet be put on hold.

**Dates to remember:**

**February 13—HPL Board of Trustees**

**February 15—Friends of Berks Libraries award ceremony at System HQ**

**Adjournment:** Lori Moyer made a motion for adjournment at 7:14 p.m. Pat Adams seconded. Motion passed unanimously.

Respectfully submitted,

Dan LaRue, Acting Secretary