

Minutes of January 8, 2019

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Joan Adams, Pat Adams, Jeanette Heckman, Sue Leiby, Lori Moyer, Christine Roth, Mike Stasulli, Barbara Strunk.

Also present: Librarian Dan LaRue

Call to order: Meeting called to order at 6:03 p.m.

Approval of minutes: The minutes of the December meeting were reviewed. There were several corrections. In the Financial report: The word “Hopefully” should begin the sentence “Tilden Township will contribute \$1 per capita... .” In the Librarian’s report: “The board authorized Lori Moyer to buy \$400 more Round Robin cards” should be amended to “The board authorized Lori Moyer to buy \$500 more Red Robin cards... .” Under Building Maintenance: “Mr Eyers” should be changed to “Mr. Eyer” Under Dates to Remember: The date of the HPL Board of Trustees Meeting is January 8, not January 9. Jeanette Heckman asked for approval of the minutes as amended. Sue Leiby made the motion to approve the minutes as amended; seconded by Pat Adams. Motion passed unanimously.

Financial Report: Susan Leiby reported that Shirley Hix will be coming in to help her prepare reports required by the state. Copies of the Budget for 2019 were distributed along with the treasurer’s report for December. In the treasurer’s report for December under expenditures, Susan explained that in December we did not receive any salary or benefits invoices from the borough; therefore, we can expect to see a double assessment this month. Also, line item 800.11 “Miscellaneous expenses” represents monies paid to other libraries for fines collected in the last six months on their behalf. Under revenue, Susan noted that although we received \$150.26 as a direct deposit in our checking account from Edward Jones investments, the deposit on the Wells Fargo statement shows as occurring 1/2/19.

Correspondence: We received no correspondence, but Lori Moyer reported that in 2018 she sent out sixteen thank-you notes to special contributors.

Library:

Librarian’s Report: The librarian reported that the story time schedule for Becky, the new children’s librarian, up on the website through the end of February as well as the board’s meetings for the rest of the year. Also, Dan commented that the Facebook page is very active, with several postings every week. The last Tuesday in February there will be a book talk conducted by local people, and Dan will be publishing book talk programs in the Weekend Section of the *Reading Eagle*. On January 31, local author Cindy Ross will be hosting a book talk in the municipal building. Cindy Ross has written books on hiking the Appalachian Trail and in the Rockies. The snow date for her program is February 7. The library has begun accepting appointments with senior citizens for tax help. Tax help will be available Tuesday and Thursday afternoons in February, March and the first half of April.

Library: In December circulation totaled 3801 items including 202 e-books; there were 532 computer usage sessions. Total program attendance was 70, and the people count was 2301.

Building Maintenance Report: DZ Miller Contracting will paint the windows in spring as it is now too cold for exterior painting.

Berks County Public Libraries: We are required to attend four meetings a year. Jeanette Hackman will attend next this month's meeting.

Old Business:

New Business:

Future Bus Trips: Jeanette contacted R&J for information on a trip to Arlington National Cemetery and National Mall on April 6. The cost for 52-seat bus is \$1672. Dan spoke to the director of King's Academy who is still interested in having her students make the trip. Dan will ask the director how many students she expects to attend. The price of bus is approximately \$34 per person plus \$10 for the cost of the tour of Arlington for a total cost of \$44. The tentative plan is to charge \$60 per person. Also, Dan will ask the director of King's Academy if there is any interest in a bus trip to Bronx Zoo in June or September.

Annual Fund-raising letter: Lori Moyer will review last year's letter and will suggest edits.

Fines for Over Due Items: All items cost 25 cents for each day they are overdue. Dan reported that for this year, we are not charging for overdue children's materials, except for DVDs at 25 cents per day. All overdue DVDs are 25 cents per day, and all overdue materials, except for children's materials, are 25 cents per day.

Fundraising: Lori reported that we still have several Red Robin cards left from the Xmas sale. Also, Lori talked to Steve Macbeth of 1787 House about the possibility of selling gift cards for 1787 at a profit of 10% for the library. There were other suggestions for fundraisers. Jeanette suggested a wine and cheese social fundraiser at the wine shop in town or a social night at 1787. Sue Leiby suggested sending letters out to affluent businesses in Berks County suggesting they support us as a historical Andrew Carnegie building needing more maintenance than other Berks County libraries. Jeanette Heckman mentioned that Mayor George Holmes suggested we pursue another Keystone Grant. One idea was to provide handicap accessibility to the library but that may not be a feasible grant project as it will entail many other modifications within the library

Dates to remember:

February 12, 2019 -- HPL Board of Trustees Meeting – 6 p.m.

Adjournment: Joan Adams made the motion to adjourn. Pat Adams seconded, Motion passed. Adjournment at 7:02 p.m.

Respectfully submitted,

Christine Roth, Secretary