

## Minutes of November 13, 2018

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

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

**Also Present:** Librarian Dan LaRue, Mayor of Hamburg George Holmes

**Absent:** Lori Moyer

**Call to order:** Jeanette Heckman called the meeting to order at 6:03 P.M.

Shirley Hix was present to submit her letter of resignation from the board for health reasons. Shirley Hix then left the meeting. Joan Adams made the motion to accept unwillingly Shirley Hix's resignation. Pat Adams seconded. Votes were six ayes, one nay. Motion carried.

**Approval of Minutes:** The minutes of the October meeting were reviewed. Barbara Strunk made the motion to approve the minutes as written; seconded by Susan Leiby. Votes were six ayes and one abstention. Motion carried.

**Financial Report:** Susan Leiby, the new treasurer, presented the financial reports. There was discussion on the new call list document requested as part of the new Security Service Contract. Susan Leiby, Jeanette Heckman, and George Holmes agreed to meet after the meeting to complete the document. Also, Susan reported that according to Wells Fargo, a non-profit cannot pay bills on-line as we have been doing, and that we will need to pay all bills via check. That account #2278 has been closed. Susan reported September expenditures included paying \$1135 to Carl Bieber as the first payment for the New York bus trip, \$462 for the annual Security Contract, paying \$216.20 for newspaper ads for hiring part time librarian, \$161 for raffles, and paying \$51.50 for the HAHS yearbook. September revenue includes \$323 from raffles. Also, Susan noted that \$12,000 was transferred from the Money Market Account to Checking in order to meet expenses. Jeanette reported that we have not yet received the Way Har bill for the ice cream sold during Hamburg-er Days. In October we received in revenue \$7000 from Hamburg Borough, \$3203 from Windsor Township, \$5000 from Hamburg School District, \$1000 from Friends of Berks Co. Public Library, and \$14,011.25 from the County System. October expenditures included \$1,135 as final payment to Carl Bieber for NYC bus trip and \$90 repaid to Dean Reynolds for resold bus tickets, \$100 paid to Darius Puff, for the Lenape Indians Program, and \$483.80 for carpet cleaning.

**Correspondence:** Dan reported we have only received one estimate for the exterior painting of the windows of \$2624.48 from D. Z. Miller

#### **Library:**

*Librarian's Report:* The Children's Librarian, Becky Hartman, started on November 1 and will be having her first Story Time program tomorrow, November 14. She is receiving training on using the circulation software. Dan also reported that in 2019 the statistics report will be modified to include the number of programs using STEM (science, technology, engineering, and mathematics) guidelines.

The program on Medicare and choosing supplemental insurance held on November 8 was well attended. In January, Cindy Ross, a local author of books on hiking the Appalachian Trail and the Rockies, will be presenting a program.

*Library:* In October circulation totaled 4863 items including 203 e-books; there were 813 computer usage sessions. Total program attendance was 128, and the people count was 3190.

*Building Maintenance:* Michael Stasulli reported he is waiting for two more quotes for the exterior painting of the windows.

*Friends of the Library:* \$625 was the profit from the mini book/bake sale held November 7,8, and 9.

*Berks County Public Libraries System Meeting:* Pat Adams reviewed the 2019 Funding Formula for state and county distribution of funds. Also, she presented the Berks County Public Libraries Strategic Plan 2019-2021 she received at the last meeting. Pat reported that she will no longer attend as Hamburg representative in 2019. In 2019 Board members need to attend for the meetings of January 16, April 17, August 21, and November 20.

Also, Dan reported that Hoopla, one of the programs for ordering ebooks from the system has been discontinued due to the expense and limited number of county users.

#### **Old Business:**

**NYC bus trip:** Jeanette Heckman reported the bus trip was successful with no problems or delays.

**Washington Bus Trip:** Pat Adams reported that the only date Bieber has available for a trip to Washington and the Arlington Cemetery is April 20, the day before Easter Sunday. Jeanette Heckman volunteered to call R&J to see what availability they would have for bus trips to D.C.

#### **New Business:**

**Mayor George Holmes:** The mayor thanked members of the board for the work they do and encouraged them to ask library patrons to join the board to fill the position left vacant by Shirley Hix. It would be good to find someone from Windsor Township or from Upper Tulpehocken since we have sufficient representatives from the borough, Perry, Tilden, and Upper Bern townships.

**Reading Public Museum** Mike Stasulli made motion to pay the invoice of \$675 from Reading Public Museum for three family passes for the year. Joan Adams seconded. Motion passed unanimously.

#### **Dates to Remember:**

**Dec. 11— HPL Board of Trustees Mtg. – 6:00 p.m.**

**Adjournment:** Michael Stasulli made the motion to adjourn; Pat Adams seconded the motion. Motion passed unanimously. Meeting adjourned at 7:14 P.M.

Respectfully submitted,

Christine Roth, Secretary