

## Minutes of October 13, 2020

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

**Board members present:** Joan Adams, Jeanette Heckman, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer, Mike Stasulli, Barbara Strunk

**Absent:** Bob Angelo

**Also present:** Librarian Dan LaRue, Librarian Chelsea Williams, Clerk Ashley Shafer, and Children's Librarian Becky Hartman.

**Call to order:** Meeting called to order by Jeanette Heckman at 6:03 P.M. Jeanette introduced to the board Gloria Hess, who is filling the position on the board vacated by Lori Moyer, and also introduced Ashley Shafer, library clerk, and Chelsea Williams, Librarian.

**Approval of minutes:** The minutes of the September meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Joan Adams seconded. Motion carried unanimously.

**Financial Report:** Sue Leiby reported that in September we received the third quarter payment from the Borough of \$7000. We received \$915 for the Annual Fund Drive. Under expenses, we paid Werley's \$2998.50 for 1500 gallons of oil. The treasurer's report will be filed subject to audit.

Sue also reported that Becky Hartman was successful in obtaining a grant to purchase children's materials and commented on Becky's taking the initiative to apply for the grant.

**Correspondence:** There was none.

#### **Library:**

Librarian's report: Dan reported that Ashley came on the staff as a clerk in September and relieved him of much work with her clerical and computer skills.

Dan has requested three waivers from the state for not being able to meet certain requirements due to the impact of Covid. One waiver has to do with shortened hours; the second was the continuing education for the staff. The third waiver was that we are required to spend 12% of our budget on library materials and are not able to meet that requirement.

Dan announced that we need to review the old Long Range Plan for the November meeting and think about revisions needed.

Building Maintenance Report: Dan reported that no progress has been made on the maintenance of the windows.

Library: In September the total item circulation was 4338 and total program attendance was 138, with a total of 9 programs --2 children's programs, 3 YA programs, 2 YA Stem programs, and 2 Adult programs. The people count was 1738. Computer usage totaled 232 sessions. There were 182 PC sessions and 84 for the wireless count.

Berks County Public Libraries: Christine Roth reported on the workshops offered by the County System. The continuing education program for trustees includes watching a video on the differences between the

District and the BCPL, completing a worksheet on ethical library practices, and participating in a half-hour Zoom meeting with other trustees across the county to discuss those practices.

**Old Business:**

**New Hires:** Ashley Shafer, the new clerk, is very computer savvy and has worked on book processing and magazine processing.

Chelsea Williams started working on October 1 on a part-time basis and Dan is training her until the end of this month. She's going to the PAL convention online next week and will be attending some of the system meetings.

**New Business:**

**Grant from Berks County:** Dan is submitting a grant proposal for \$11, 200 to Berks County for reimbursement for funds lost by not being able to have fund raisers due to Covid. This grant is to help non-profits recoup funds that were lost. Dan looked at the total of fundraisers in 2019 and subtracted the expenses from those fundraisers to arrive at the total of \$11200.

**Circulation Desk:** Jeanette suggested that we consider hiring Tabitha Engel to come in on a per diem basis to work at the circulation desk based on what the staff perceives as needed.

**Recognition and Appreciation of Dan:** Jeanette Heckman presented to Dan a book written and illustrated with the help of her six grandchildren. The book, written in the style of Dr. Seuss, is all about the many talents of Dan, The Librarian.

The board gave Gift cards to Hershey Gardens and to Longwood Gardens to Dan in appreciation of his 31 years as the Library Director.

Words of appreciation of Dan's work were expressed by Becky Hartman, Susan Leiby, Jeanette Heckman, and others.

**Dates to remember:**

**November 10, 2020 -- HPL Board of Trustees Meeting – 6 P.M. – Review of Long Range Plan**

**Adjournment:** Joan Adams made the motion to adjourn. Kathi Shaffer seconded. Motion passed unanimously. The meeting was adjourned at 6:38 P.M.

Respectfully submitted,

Christine L. Roth

Recording Secretary