

## Minutes of September 11, 2018

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

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

**Also Present:** Librarian Dan LaRue

**Absent:** Lori Moyer, Michael Stasulli

**Call to order:** Jeanette Heckman called the meeting to order at 6:01 P.M.

**Approval of Minutes:** The minutes of the August meeting were reviewed. Shirley Hix made the motion to approve the minutes as written; seconded by Susan Leiby. Motion passed unanimously.

**Financial Report:** Shirley Hix announced that she would be resigning effective the end of this year. Susan Leiby will assume the responsibilities of the treasurer. Shirley will help Susan prepare the state report and the budget for next year. The treasurer's report for August shows we received \$1,411.80 in revenue from the County and \$1,035 in contributions to the annual fund drive. Under expenses, \$88,00 was the cost of having the furnace certified and \$506.68 was the cost of two payments on the copier lease. Shirley requested approval for moving funds from the money market to checking to cover bills that will be due by the end of October. As a bookkeeping matter, the board agreed that \$4623.19 currently showing in the renovation fund be removed from the books. Shirley also recommended that we keep a file for correspondence relating to sources of funds as they come in. and anything else that impacts the operation of the library. Also, we should send out requests for bids when we have a new repair or begin a new project. Shirley also noted that the balance for bus trip needs to be paid in October, 21 days before the trip on November 10. The treasurer's report will be filed subject to audit.

**Correspondence:** There was no correspondence.

#### **Library:**

*Librarian's Report:* Dan attended a meeting in Harrisburg on August 30 regarding attracting teens to the library. When the new children's librarian is hired they will collaborate on reaching teens with library programs.

Dan contacted Barbara Wilcox of King's Academy in Mohrsville. We will order a 54-passenger bus for the trip to Washington in Spring to accommodate 27 of their students as passengers.

There will be a program on the native Americans of Berks County on October 27 in the Municipal Building at 6:30 P.M.

*Library:* In August circulation totaled 5452 items including 213 e-books; there were 384 computer usage sessions. Total program attendance was 85, and the people count was 3566.

*Building Maintenance:* The repair of the roof has been delayed.

*Berks County Public Libraries System Meeting:* Pat Adams reported that the meeting of August 15 focused on the budget. The ratio of payment has been changed so that we will be getting a little more money from the County this year.

**Old Business:**

**Interview Committee:** Jeanette reported that the borough will only pay the standard number of 30 hours per week at \$16 per hour for either of the part-time people to be hired. Joan Adams, Barbara Strunk, and Jeanette Heckman will serve on the interview committee. Dan reported that he received five resumes in response to the ads posted; however, only two of the five have the desired qualifications.

**Roof repair:** No report due to delay.

**Hamburg-er Day Recap:** Susan Leiby reported that we took in \$1405. We paid \$217.50 to the Our Town Foundation, leaving us with \$1232.50. We will know what the profit is once we receive the bill for the ice cream from Way-Har.

The 50-50 Raffle tickets brought in \$323. From this we paid out a total of \$161.00 First prize of \$96.60 went to Karen Heller of Reading; second prize of \$64.40 went to Karen Fister of Hamburg.

**New Business:**

**Audit report:** We received the audit report from Gorman & Associates, P.C. The auditors recommended the library improve its recordkeeping of receipts and disbursements through commercial software such as *Quickbooks*. Also, the auditors recommended that monthly bank reconciliations of the checking account be performed.

**Dates to Remember:**

**Oct 9 --HPL Board of Trustees Mtg.-- 6 P.M.**

**Nov. 10— Bus Trip to NYC – Cost is \$45 per person Bus leaves at 8:00 A.M.**

**Adjournment:** Pat Adams made the motion to adjourn; Shirley Hix seconded the motion. Motion passed unanimously. Meeting adjourned at 6:56 P.M.

Respectfully submitted,

Christine Roth, Secretary