

## Minutes of September 10, 2019

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

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

**Absent:** Pat Adams

**Also present:** Librarian Dan LaRue, Bob Angelo (observing), Kathi Schaffer (observing)

**Call to order:** Meeting called to order at 6:00 P.M.

**Approval of minutes:** The minutes of the August meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; seconded by Lori Moyer. Motion passed unanimously.

**Financial Report:** Sue Leiby reported that on Hamburger Day initial profit on ice cream was \$1621.80 but then subtracting \$644.54 for Way-Har ice cream and \$50 for OTF reservation fee, the final profit is \$927.26. The profit on the bake sale is \$438.75. The treasurer's report will be filed subject to audit.

**Correspondence:** Jeanette Heckman reported that we received a letter in June from State Senator David Argall stating that the legislature increased the library subsidy 9.2%.

#### **Library:**

**Librarian's Report:** Dan LaRue reported that \$ 59,470,000 has been budgeted this year for libraries statewide.

The summer reading program was successful. There were 210 participants this year, greatly increased by 41 from last year. There were 26 programs this year as opposed to 8 programs last year. Adult participation increased from 40 to 74. Sue Leiby suggested we prepare a certificate commending Becky Hartman on the increase in the summer program.

The Story Rider monthly program has been discontinued by the County. Dan also reported that any books left over by the summer Book Bonanza are taken to Cougles for recycling

Sometime next year the librarians will be receiving training from the System in order to be able to answer questions regarding the 2020 census.

The Overdue Policy and list of fines that were passed at the August 13 meeting were distributed.

**Library:** In August circulation totaled 4561 items including 244 e-books; there were 864 computer usage sessions. Total program attendance was 218, and the people count was 3,349.

**Building Maintenance Report:** No news about repairs for the roof.

**Berks County Public Libraries:** No report.

## **Old Business:**

**Library repairs**— Mike Stasulli reported he received the estimate of \$2,642.48 for painting the window frames and all the exterior trim around windows, including all labor and materials. Mr. David Eyer has volunteered to pay the cost of the painting.

Also, we still need to find another contractor to do the roof repairs.

**Fuel Oil** Pre-paid fuel oil from Werley's will be \$2.199 per gallon. Mike Stasulli made the motion to pre-pay for fuel oil from Werley's, and Joan Adams seconded. There were six ayes and one abstention. Motion carried

**Hamburg-er Fest recap**— Observations were that the canopies and tables between the ice cream truck and the baked goods stand were very popular. The tables belong to OTF but for now we can keep them.

**Audit Report** We received the audit report for year ending December 31, 2018 from Gorman & Associates, P.C. The accountants recommend we use a different type of accounting system, such as QuickBooks, or a double entry bookkeeping system. Also, the report noted that the treasurer in 2018 was not performing a monthly bank reconciliation; however, Sue Leiby reported that ever since she became treasurer, she balances the bank account every month to the penny.

## **New Business:**

**Post Book Sale Distribution:** Sue Leiby presented a report of places that will take books not sold at the book sale. The Berks County Jail System will take soft cover books only, but no gardening books or cookbooks. Mother & Father's Voice will take children's books. Lebanon VA Hospital and Coatesville VA Hospital will take books, but they would have to be delivered to the hospitals. Steve Cashman volunteered that the local VFW can arrange pick-up and delivery.

**Updated phone contact list:** Members were asked to update their contact information. This list will be sent out with the minutes to the meeting.

## **Dates to remember:**

**October 8, 2019**---- **HPL Board of Trustees Meeting – 6 P.M.**

**December 14, 2019** ----- **Bus Trip to New York City—HAMS price of \$55**

**Adjournment:** Lori Moyer made the motion to adjourn. Barbara Strunk seconded. Motion passed unanimously. The meeting was adjourned at 7:03 P.M.

Respectfully submitted,

Christine Roth, Secretary