

Minutes of November 12, 2019

Meeting of Board of Trustees, Hamburg Public Library

Board members present: Jeanette Heckman, Sue Leiby, Christine Roth, Mike Stasulli, Barbara Strunk

Absent: Joan Adams, Pat Adams, Lori Moyer

Also present: Librarian Dan LaRue

Call to order: Meeting called to order by Jeanette Heckman at 6:05 P.M.

Approval of minutes: The minutes of the October meeting were reviewed. Jeanette Heckman asked for approval of the minutes. Barbara Strunk made the motion to approve the minutes; Susan Leiby seconded. There were 4 ayes and 1 abstention; motion carried.

Financial Report: The official monthly report for October was not presented because Donna Sweigert has been on vacation; however, Susan Leiby presented the highlights of the October treasurer's report. The cost of the NYC bus trip is \$1,517. As of October 31, the income from the bus trip was \$2,035; the profit as of October 31 is \$518. We received \$100 from Upper Tulpehocken Township, \$3,300 from Windsor Township, and \$5,00 from the Hamburg Area School District. Also, we received \$600 in memorials. \$918.57 was paid as down payment for the painting of the windows, and \$675 was paid for three family passes to the Reading Public Museum. The treasurer's report will be filed subject to audit.

Correspondence: None

Library:

Librarian's Report: Dan LaRue reported that the evening of the astronomy program was too cloudy for participants to go out to view anything and they relied on a slide presentation.

Becky Hartman has taken on the responsibility of the Library Facebook page and has been doing a great job at posting activities and programs.

The System voted to waive fines for the materials in the YA collection effective January 2020.

There will be an all-day in-service at the System on March 27 and the library will be closed that day to allow staff to attend the in-service.

Library: In October circulation totaled 4409 items, including 249 e-books; there were 719 computer usage sessions. Total program attendance was 123, and the people count was 2780.

Building Maintenance Report: The painting of the windows began on Wednesday, October 9, but there has been no work done for the last few days. The painting contractor has not yet responded to the phone call asking him to report his progress.

Dan distributed copies of the estimates received from Ruppert's Remodeling. The estimate of \$5,703.86 is for repairing the roof, replacing missing and broken slate, using copper nails and shims for the reinstallation of slate, removal of all trash, and labor of two men. Mike Stasulli made the motion to accept this bid for the roof; Barbara Strunk seconded. Motion passed unanimously.

Berks County Public Libraries: No report.

Friends of the Library- Mini Book Sale of November 6, 7, and 8. The profit from selling books and baked goods was \$634.00.

Code of Conduct Policy Copies were distributed for board members and discussed. Other than changing “Patrons” to “Customers” in item 1, there were no revisions to the policy. Mike Stasulli made the motion to accept the code; seconded by Sue Leiby. Motion passed unanimously.

Old Business:

Bus Trip 46 have signed up so far for the trip to NYC Dec. 14. The cost is \$55 per person. Ten more customers are needed to fill the bus. The bus will leave HAMS at 8 A.M.

Red Robin Cards: There was discussion on purchasing more Red Robin Cards especially with Christmas being more than a month away. The consensus was that Lori Moyer should buy an additional \$500 worth of cards.

New Business: None

Dates to remember:

December 10---- **HPL Board of Trustees Meeting – 6 P.M.**

December 14 ----- **Bus Trip to New York City—HAMS 8 A.M. (Jeanette, Lori, and Dan are attending)**

Adjournment: Sue Leiby made the motion to adjourn. Mike Stasulli seconded. Motion passed unanimously. The meeting was adjourned at 6:48 P.M.

Respectfully submitted,

Christine Roth, Secretary