

## Minutes of November 10, 2020

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

**Board members present:** Bob Angelo, Jeanette Heckman, Gloria Hess, Sue Leiby, Christine Roth, Mike Stasulli, Barbara Strunk

**Absent:** Joan Adams, Kathi Shaffer

**Also present:** Director Chelsea Williams

**Call to order:** Meeting called to order by Jeanette Heckman at 6:01 P.M.

**Approval of minutes:** The minutes of the October meeting were reviewed. Chelsea Williams pointed out that the waivers mentioned in the Librarian's report will need to be voted on by the board. Jeanette Heckman asked for approval of the minutes. Sue Leiby made the motion to approve the minutes; Bob Angelo seconded. Motion carried unanimously.

**Financial Report:** Sue reported that in October we received \$3,597 from Tilden Township and \$2,400 from Windsor Township. She mentioned that she received a notice from Hamburg Area School District that future revenue from them will be done through direct deposit. From the State and Berks County we received a total of \$16,883.67 in October. Sue raised the question of whether or not we should budget \$675 for the Reading Museum passes. There was some discussion, with Chelsea noting that the passes are all in use. The consensus was to include the \$675 in this year's budget. The treasurer's report will be filed subject to audit.

Sue reported that she had not yet worked on a draft of the budget for 2021 because she did not know the amount of funding that we would receive. Chelsea reported that the State Legislature will give 5/12 of funding due to Covid-19. Sue will have a draft of the budget ready for the December meeting.

**Correspondence:** Chelsea reported that Windsor and Tilden have sent contributions and asked that one of the trustees write notes acknowledging these contributions.

#### **Library:**

**Director's report:** Chelsea reported that we could not receive the grant from Berks County CARES act that Daniel LaRue, former director, had submitted in October because revenue lost due to not being able to have fundraisers was not reimbursable.

Chelsea attended her first system meeting via Zoom on October 16. She also attended PALA via Zoom from October 19 to 21. There were several presentations on community libraries and on fundraising that were of particular interest to her. Also, Stephanie Williams oriented Chelsea to the Reading District and the services they offer.

**Children's Librarian Report:** Becky Hartman is offering free weekly grab-and-go "Storytime Experience" kits in order to reach our community's youth during the Covid-19 pandemic. These kits are geared toward toddlers, preschoolers, and early elementary students. In addition to the kits, which can be picked up on the Library porch or inside Redner's Market in Hamburg, Becky also posts virtual story times for younger children on our Facebook page. Grab-and-go activity options for older elementary students and teens are also available at the library and at Redner's.

Building Maintenance Report: Jeanette called the painter who has not yet done the work on the windows that we contracted for last year. She will continue to call him.

Library: In October the total item circulation was 4,416 and total program attendance was 828, with a total of 15 programs – 2 children’s programs, 2 YA programs, 2 YA Stem programs, and 1 Adult programs. The people count was 1,794. Computer usage totaled 260 sessions. There were 144 PC sessions and 116 for the wireless count. Chelsea prepared a chart comparing the monthly statistics to those of October 2019. Although the people count and computer usage were much higher in October 2019, it is interesting to note that in October 2020 the total item circulation is slightly higher than last year (4,416 compared to 4,409) and that the total program attendance is much higher than last year (828 compared to 123).

Berks County Public Libraries: Chelsea presented the Requirements and Responsibilities for System Member Evaluation and a compliance Checklist 2020 listing the documents and the date they are due in the system. Chelsea also noted that new trustees have to attend a training session. Sue suggested that Chelsea prepare a calendar so that the board will know each month which document needs to be sent to the BCPL System Office.

### **Old Business:**

**Waivers:** In October, Daniel LaRue, former director, requested three waivers from the state for not being able to meet certain requirements due to the impact of Covid. One waiver had 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 due to Covid-19 pandemic. Mike Stasulli made the motion to approve applying for the three waivers, and Bob Angelo seconded. Motion passed unanimously.

**Long Range Plan:** A committee will be formed to review the Long Range Plan but no action was taken to form this committee.

**Library Clerk Position:** Jeanette reported that Tabitha Engle has submitted her paperwork to be hired for part-time work as needed. She would be paid \$8.50 per hour and work no more than 20 hours per week. Sue made the motion to hire Tabitha Engle under those terms, and Barbara Strunk seconded. Motion passed unanimously.

There was discussion on the number of hours open per week the library is open and on whether or not we need to add more hours in the future. We will have to follow whatever the state says as far as how many hours we can be open.

### **New Business:**

**Holiday Closures:** Chelsea presented the Holiday Closing Schedule for 2021 which will have to be submitted to the system. Sue made the motion to approve the Holiday Calendar for 2021 and Gloria seconded. Motion passed unanimously.

**Corresponding Secretary:** A corresponding secretary is needed to replace the position left by Lori Moyer. Gloria Hess is willing to serve in this role. Bob made the motion that Gloria Hess be appointed corresponding secretary and Barbara seconded. Motion passed unanimously.

**Used book sale:** Gloria suggested that since we were not able to have our annual book sale at the middle school this year that perhaps we could have lobby book sales. There was some discussion with concerns expressed about not having enough volunteers and that there would be management problems due to the limited space in the library lobby. Also, there were questions about the need to charge sales tax if the book sales were on-going. Chelsea suggested she could reach out to some other libraries that have book sales on an on-going basis to see how they manage their book sales. The consensus was to reconsider in spring when we have a better idea of what the conditions will be. This will also give us more time to observe how other libraries in the county handle on-going book sales.

**Letters to local businesses:** Although the board had discussed soliciting donations from local businesses earlier this year, the consensus was that this is not a good time to do that, given that we have lost some business in the area. Chelsea says she has a spreadsheet of the business donors from last year that we could refer to if we decide to solicit business donations in 2021.

**Dates to remember:**

**November 18, 2020— Virtual BCPL Board of Directors Meeting-- 7 P.M.**

**December 8, 2020 -- HPL Board of Trustees Meeting – 6 P.M.**

**Adjournment:** Sue made the motion to adjourn. Bob seconded. Motion passed unanimously. The meeting was adjourned at 7:04 P.M.

Respectfully submitted,

Christine L. Roth

Recording Secretary