

## Minutes of November 9, 2021

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

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

**Absent:** Dorothy Brobst arrived at 6:18 p.m.

**Also present:** Director Chelsea Williams and observer from Perry Township, Debbie Wahl

A quorum was met.

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

**Mission Moment:** Chelsea explained that this new item on the agenda is to highlight an action of the library's service. For example, Chelsea was able to help a disabled couple apply for their absentee ballots.

**Consent Agenda:** The minutes of the September 14, 2021 meeting are included as are the Library Director's Reports for October and November. Bob Angelo asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Bob Angelo asked for a motion to approve the consent agenda. Motion to approve the consent agenda as presented. Seconded and passed unanimously.

**Financial Report:** Sue reported the following activity in **September:**

#### Revenue:

- 6000.01 Received \$7,000.00 Quarterly payment from Borough of Hamburg
- 7000.01 Received \$15,424.58 Quarterly payment from the System
- 9200.01 Received \$595.00 From Annual Fund Drive
- 9200.04 – See separate sheet detailing Hamburger Day income

#### Expenses:

- 800.21 \$462.00 Paid for annual Security Service contract

#### New Business:

- Sue continued to perform treasurer responsibilities from home while recovering from her surgery.
  - Bob delivered invoices, etc. to her once a week to facilitate this.

Sue reported the following activity in **October:**

#### Revenue:

- 7000.02 Received \$437.98 County Coordination Aid monies
- 9200.11 Received \$199.99 child grant

#### Expenses:

- 510.02 Paid \$410.00 to Corey's Flooring for new rest room flooring

## Hamburger Day Report

- In advance of Hamburger Days, Sue withdrew \$800.00 from our checking acct. to provide each of our cash boxes (Ice cream, baked goods, 50-50 raffle & afghan raffle) w/ \$200.00 in currency to make change
- Income from that day:
  - Ice Cream = \$1,713.00
  - Baked Goods = 304.00
  - 50-50 Raffle = \$53.00
  - Afghan Raffle = \$18.00
  - **Total** = **\$2,088.00**
- Required OTF payment = \$302.25
- Balance = \$1,785.75
- Add \$800.00 from change initially added to cash boxes
- Deposit = \$2585.75

### Relevant details:

- We did **not** make \$1,785.75 profit because we still had Way Har and any other related outstanding invoices
- 50-50 raffle was won by Sue who returned winnings to the pot
- Afghan raffle was won by Fred Stump.
- The raffles were a great disappointment this year. In 2019 we did far better with the 50-50 raffle.
- Way Har invoice for \$763.99 was subsequently paid.
- Also received invoice from Amazon for the following:
  - \$7.99 - Raffle tickets
  - \$15.90 – Tactical Raffle tickets
  - \$35.96 – Clam shells
  - \$31.98 – Stock Your Home plastic 5 X 5
    - Total = \$91.83
- WB Mason invoice:
  - \$27.99 - forks
- Subtracting these from the previous \$1,785.75 balance, leaves us with a profit of **\$883.81** for the event.

The treasurer's report will be filed subject to audit. Motion to approve the financial report as presented. Seconded and passed unanimously.

**Correspondence:** Chelsea has sent out thank-you notes to the donors for our basket raffle and has prepared invitations for the annual donor appreciation event.

## REPORTS:

**Director's report:** Chelsea submitted her report for **October** as follows:

### Library Updates and Operations

- Posted the library clerk position on our website, social media, and at the library.
- Trained a new volunteer

- Revised bylaws have been sent to the Hamburg Borough Solicitor for review.

### **Buildings & Grounds**

- Bathroom floor was installed September 27.
- Jeff Slichter hopes to paint the windows before winter. Depending on the weather, the project may be postponed until Spring 2022.

### **Collections & Materials**

Inventory was started and completed on Large Print Fiction, Biographies, and all Audiobooks.

- Circulation numbers are still up from 2019.
  - We saw a 27% increase in circulation between September 2019 and September 2021

### **Finance & Fundraising**

- Worked on signage and promotional material for the Basket Raffle fundraiser.
  - Raffle runs October 1 through November 30.
  - Tickets are \$5 for six chances
  - Winners will be drawn December 2 at 6:00 P.M.

### **Outreach/Marketing**

- Created additional promotional material to highlight our collection and programs

### **Adult Programming**

- We offered 2 Craft Take Out Programs: Trivia Kits (provided by the Reading Library District) and DIY Journals
- The Hamburg Library Book Club restarted on September 30 at 6:00 P.M. They will now meet the fourth Thursday of each month at 5:00 P.M.

### **Youth Services Updates/News**

- Preschool/Early Elementary Storytime Experience Kit
  - Topic—Sloths
  - Content Area Learning—learning facts about sloths; practicing self-regulation and calming skills
  - Early Learning and Skills—fine motor skills; following directions; creating a craft; reciting a poem; understanding that letters can come together to make words; furthering reading and learning on the themes introduced; opportunities for social/emotional growth
- Youth Services Updates/News
  - September served as clerical and planning time, in order to wrap up the Summer Learning Program and to begin preparing curriculum and activities for the coming months.

### **Continuing Education and Meetings**

- September 5, Executive Committee Meeting
- September 10, New Director Cohort
- September 22, Finance 101 (Continuing Education)
- September 27, Board Retreat Preparation Meeting
- September 27-30- PALA Virtual Conference

Respectfully submitted,

Chelsea Williams

**Director's report:** Chelsea submitted her report for **November** as follows:

### **Library Updates and Operations**

- Interviewed 2 candidates for the library clerk position.
- Hired Gail Grill as a substitute library clerk.
- Plan for the Use of State Aid was completed and submitted.
- Long Range Plan is complete and ready for board review.
- Began completing the Uniform Requirements and Responsibilities for the library system.

### **Buildings & Grounds**

- Jeff Slichter hopes to paint the windows before winter. Depending on the weather, the project may be postponed until Spring 2022.
- Security company coming to repair smoke alarms in attic which may have been triggered by dust.

### **Collections & Materials**

- Circulation numbers are still up from 2019.
  - We saw a 30% increase in circulation between October 2019 and October 2021

### **Finance & Fundraising**

- Basket Raffle Fundraiser started October 1st and runs through November 30th.

### **Outreach/Marketing**

- Created additional promotional material to highlight our collection and programs

### **Adult Programming**

- We offered 1 Craft Take Out Program: Witch's Trial Mystery Kit
- The Hamburg Library Book Club met on September 30 at 6:00 P.M. They will now meet the fourth Thursday of each month at 5:00 P.M. New members are always welcome.

### **Youth Programming**

- Virtual Storytime
  - Topic—Pumpkins and Shapes
  - Content Area Learning—identifying and sorting geometric shapes by their attributes
  - Early Learning and Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; opportunities for social/emotional growth
- Preschool/Early Elementary Storytime Experience Kits
  - Topics—Geometric Shapes; the Fall Season; Pumpkins; Trees in Fall
  - Content Area Learning—identifying geometric shapes and their attributes; constructing geometric shapes; identifying the Fall season
  - Early Learning and Skills—fine motor skills; following directions; understanding and using positional words; learning color names; counting items in a set and writing a number to match;

identifying rhymes; practicing vocabulary; singing a song; reciting a poem; creating a craft; furthering reading and learning on the themes introduced

- Children's Grab-and-Go Activity
  - Activity—pumpkin art and fall puzzle
  - Learning and Skills—creativity and expression through art; critical thinking and problem-solving; reading and following written instructions, fine motor skills
- Young Adult's Grab-and-Go Activity
  - Activity—crime-solving kit
  - Learning and Skills—reading comprehension, logical and deductive reasoning, reading and following written instructions

### **Youth Services Updates/News**

- Impact Information
  - Between January 2021 and October 2021, 5,092 community members have been served by our youth grab-and-go kits. (This does *not* include the number served by our virtual programming.) We are hopeful that this data will help local municipalities understand that the Hamburg Public Library has demonstrated flexibility in service throughout the Covid-19 crisis, thus having a relevant impact on its community's youth during this time.

### **Continuing Education and Meetings**

- October 8, New Director Cohort
- October 12, Board of Trustees Retreat
- October 26, System Director's Meeting
- October 27, Fundraising Committee Meeting

Respectfully submitted,

Chelsea Williams

**Library:** In **September**, the total item circulation was 5,016 with a total attendance of 112 for preschool children's programs. There were 2 preschool STEM programs and 112 preschool children STEM attendance. The people count was 2,645. Computer usage totaled 372 sessions.

In **October**, the total item circulation was 5,743 with a total attendance of 888 for preschool children's programs. There were 7 preschool STEM programs and 792 preschool children STEM attendance. The people count was 2,444. Computer usage totaled 384 sessions.

### **President's Report:**

Bob reported the following:

1. Thank you to all who attended the virtual retreat in October. It gave us some good information to build on and cleared up some questions,
2. Thank you to Chelsea for the mission statement, bylaws update, volunteer and board descriptions and expectations.
3. Please place on calendar the appreciation event on Thursday, Dec. 9, from 5 – 8:00 P.M. It would be great if we could show solidarity for our community sponsors and donors.

4. Bob requested board opinions on a small bonus for our library staff who worked through and continue to work with the pandemic restrictions. Bob has asked Marisa for guidance in that we need approval from the borough for this because the library employees are borough employees. The consensus of the board was in favor of a bonus, pending the decision of the borough.

#### **Fundraising Committee Report:**

Kathi, chair of the fundraising committee, said that the donor appreciation evening will include cider, water, cookies, cheese and fruit and cracker trays. Dorothy and Glenn Brobst will decorate the library for the event. Kathi stated that we are very excited to show our appreciation to the donors. Invitations have been extended to the business donors, Borough employees, township supervisors, borough council, and individual donors who have contributed over \$200. Kathi also reported that proceeds from the basket raffle are now over \$900.

#### **Old Business:**

**Per Diem Staffing:** Gail Grill has accepted the position as substitute clerk. She will be undergoing training next week.

**Long Range Plan:** Chelsea presented the long-range plan for 2022-2024 as four goals: Increase awareness and use of the library and its resources; ensure long term sustainability for the library through continued governance and funding development; the library will be a comfortable place for the community to come together; the library will foster a love of lifelong learning. Motion made to accept the long-range plan for 2022-2024. Seconded and passed unanimously.

**Bylaws:** Chelsea presented the revised bylaws which have been reviewed by the borough solicitor. The borough solicitor added Article III, section 8, on personal liability, and Article IX, section 3, on indemnification. Chelsea noted that a correction is needed to Article III, section 1, changing "it's" to "its." Motion made to accept the bylaws with the correction in it. Seconded and passed unanimously.

**Board Retreat:** Bob said October's board retreat went very well and that the board should make a habit of discussing our goals at every meeting. Chelsea has already accomplished several goals by preparing job descriptions, bylaws, and materials for soliciting new members to the board. We need to make it a habit to review. People need to be devil's advocates at board meetings because it makes the board think about how the mission of the library is being met. Chelsea added that in PA, any members of a non-profit board have to be over 18.

#### **New Business:**

**Plan for the Use of State Aid and Waivers:** This a report filled out every year for the state, but this is the first year the state has asked us to vote on it. This year all \$53K will be used for salaries because of adding staff. Motion to accept the plan as written. Seconded and passed unanimously.

**Windsor Township:** Bob mentioned that Windsor township has received money for post-covid needs and are notifying agencies that service Windsor township to apply for aid. Since we were not able to hold fundraisers during the pandemic, we will be applying for funding to cover our losses.

**Friday, Dec. 3 closing:** Chelsea reported that December 3 is the date for County-wide training for staff who will meet to discuss long-range goals and to work on inventory. Motion made to close the library that day. Seconded and passed unanimously.

**Holiday Closures:**

Chelsea presented the Holiday Closing Schedule for 2022:

<b>New Year's Day</b>	<b>Saturday, January 1, 2022</b>
<b>Easter Saturday</b>	<b>Saturday, April 16, 2022</b>
<b>County Wide Training</b>	<b>Saturday, April 29, 2022</b>
<b>Saturday before Memorial Day</b>	<b>Saturday, May 28, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>
<b>Independence Day</b>	<b>Monday, July 4, 2022</b>
<b>Taste of Hamburg(er) Festival</b>	<b>Saturday, September 3, 2022</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>King Frost Parade</b>	<b>Saturday, October 29, 2022</b>
<b>Thanksgiving</b>	<b>Thursday, November 24, 2022</b>
<b>Christmas Eve</b>	<b>Saturday, December 24, 2022</b>
<b>Christmas Day Holiday</b>	<b>Monday, December 26, 2022</b>
<b>New Year's Eve</b>	<b>Saturday, December 31, 2022</b>

Motion made to accept the scheduled Holiday closings for 2022. Seconded and passed unanimously.

**Dates to Remember:**

**November 18, 2021 -BCPL Board Meeting -7:00 P.M.**

**December 9, 2021 -HPL Donor Appreciation Event – 5:00 – 8:00 P.M.**

**December 14, 2021 -HPL Board of Trustees Meeting -6:00 P.M.**

**Adjournment: Motion made to adjourn the meeting at 6:46 P.M. Seconded and passed unanimously.**

**Action Items:**

**Fundraising Committee: Draw tickets for winners of basket raffle on December 2 at 6:00 P.M.**

**Executive Committee: Meet on December 2 in library. Time to be determined by Bob Angelo.**

**Library Board Members: Attend the Donor Appreciation Event on December 9.**

Respectfully Submitted,

Christine L. Roth

Recording Secretary

## Minutes of November 18, 2021

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

**Board members present virtually:** Joan Adams, Bob Angelo, Jeanette Heckman, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer, and Barbara Strunk

**Absent:** Dorothy Brobst

**Also present:** Director Chelsea Williams

A quorum was met.

**Call to order:** Because Bob Angelo was having problems with his audio, the meeting was called to order by Vice-President Kathi Shaffer at 5:07 P.M.

**Appointment of Debra Wahl to the Board of Trustees:** Chelsea affirmed that Debra Wahl does have a library card; this being a requirement of serving on the board. Chelsea also stated that both she and Bob have discussed orientation with Debra and will see that she receives further orientation once the borough approves her serving on the board. Debra Wahl would be a representative from Perry Township, replacing Joan Adams who has served for many years on the board.

Jeanette Heckman mentioned that she understands an interested party from Windsor Township has also applied at the borough hall to serve on the board. We will need another representative on the board to replace Jeanette who also has served many years on the board. Chelsea noted that the bylaws require that we have four representatives from the borough; we will still have Bob, Susan, Barbara, and Dorothy to represent Hamburg.

The motion was made to accept Debra Wahl's application to serve on the board. Seconded and passed unanimously.

**Adjournment:** Motion made to adjourn the meeting at 5:17 P.M. Seconded and passed unanimously.

#### **Action Items:**

**Chelsea:** will send job description to Debra Wahl for her to read and to see if she is still interested in the position before we forward her application to the board.

Respectfully Submitted,

Christine L. Roth

Recording Secretary



## Minutes of December 2, 2021

### Meeting of Executive Committee, Hamburg Public Library

**Board members present:** Bob Angelo, Sue Leiby, Christine Roth, Kathi Shaffer.

**Absent:** Jeanette Heckman

**Also present:** Director Chelsea Williams

**Call to order:** Meeting called to order by Bob Angelo at 5:00 P.M.

**Staff Hours:** How much to budget for the staff hours? Chelsea noted there had been some discrepancies in the past in the number of hours allocated to some staff. The incoming per diem has been budgeted for 8 hours. Staff hours vary for library director, the children's librarian, and the two library clerks. The amounts for these varied hours are reflected in the proposed budget for 2022. Chelsea distributed an email from the Borough Manager stating that borough employees will be given a \$1.00/hr. increase or 4%, whichever is greater, to make up for the salary freezes on 2021. Bob announced that the 2021 bonuses the board approved for the staff will be in tomorrow's pay.

**Budget:** Chelsea and Susan presented the budget for 2022 which will be presented to the rest of the board to review at the meeting on December 14. The Revenue is pretty much the same, but Expenditures have been changed. Susan noted in Revenue that Item 5000 is a budgetary reserve to cover renovation that has already been scheduled. Chelsea pointed out in Expenditures that Items 100 and 200 allow for the increase in salaries in 2022. Also, Chelsea noted Item 800.14 for use if we plan a mass mailing to solicit more donors for the annual fund. The board has not sent a mass mailing for several years. There was discussion about possibly getting the addresses based on zip codes from RTK, Inc.

**Expansion of library: next step:** Chelsea noted that Schuylkill Valley is expanding, and that Morgantown has totally remade the Children's library. She suggested asking Windsor Township and other townships for some funds they received in their rescue plan money. Bob suggested sending a letter to all the townships. Chelsea suggested we visit the townships more than once a year. Bob also suggested partnering with service clubs. Chelsea commented at this point it's hard to write a grant when we don't know what the costs will be for an architect to prepare drawings. There is still Carnegie Foundation money that Chelsea could explore as an opportunity. Bob suggested that we contact the zoning officer for the borough to see if there are any changes in zoning. Kathi suggested that when we start a capital campaign that we bring in a consultant to guide us.

**Board Vacancies:** We have no replacement for the seat that will be left vacant by Jeanette Heckman. We need more diversity in gender, race, and experience. Susan suggested we take personal initiative to contact people we know who would be qualified.

**Dec. 9 Appreciation Night:** Only two people have replied at this time, but the plans for refreshments were discussed in the likelihood that other donors will drop by.

**Adjournment:** Motion made to adjourn the meeting at 6:14 P.M. Seconded and passed unanimously.

#### **Action Items:**

**Chelsea** will call donors to check if they are coming to Donor Appreciation.

**Sue** will call Borough to see if they are coming to Donor Appreciation night.

**Chelsea** will prepare draft of letter to be sent to townships to discuss funding with them.

**Chelsea** will look into costs of getting an architectural drawing.

**Chelsea and Bob** will talk to Marisa about giving some grant money and to John about how an expansion would be affected by zoning

**Executive Board:** Think of one person who may be qualified to join the board.

Respectfully Submitted,

Christine L. Roth

Recording Secretary