

**Hamburg Public Library
Board of Trustees Meeting
April 12, 2022**

Mission: The Hamburg Public Library provides services and programs to our community to encourage coming together, forming connections, engaging in lifelong learning, and finding inspiration. We believe in honoring yesterday, embracing today, and inspiring tomorrow.

Board members present: Bob Angelo, Dorothy Brobst, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer, Barbara Strunk, Debra Wahl

Absent:

Also present: Director Chelsea Williams, David Doll (Edward Jones Financial Advisor)

Call to Order: President Bob Angelo called the meeting to order at 5:58 P.M.

Mission Moment: Chelsea reported that the library has now started a puzzle collection, and an older couple came in and asked for library cards so that they could take out puzzles.

Consent Agenda* This includes the Minutes of the March 8, 2022 Board of Trustees Meeting, the Minutes of the March 24, 2022 Executive Committee Meeting, and the Library Director's Report. Bob asked if anyone wanted to remove an item to discuss, question, or to register a vote against. There being none, Bob asked for a motion to approve the March 8, 2022 Board of Trustees Meeting Minutes, the Minutes of the March 24, 2022 Executive Committee Meeting, and the Library Director's Report. Motion to approve the consent agenda. Seconded and passed unanimously.

Presentation by David Doll, Edward Jones Financial Advisor: David Doll distributed and explained updated information. He has had our account since 2013. The goal was to move some of our assets into other assets to generate more income. We have some mutual funds, some individual bonds, and some stock. Half the account is fixed income and the other half is stock. This year our account is down 7% due to the market. Currently we are generating \$20,798.14 a year in dividends, with approximately \$16,558 available in cash. This is a commission-based account paid only when trades are made.

Financial Report: Sue reported the following for the past month:

Revenue:

- 6000.01 - \$7,000.00 quarterly payment received from Borough of Hamburg
- 6000.08 - \$1,000.00 payment received from Upper Bern Township
- 9100.09 - \$2,500.00 received from Jane Markovich
- 9100.15 - \$100.00 first time donation received from Berks Co. Pomona Grange

Expenses:

- Nothing of significance

Related Information:

- Adjustments made to lines on the Monthly Report as follows:
 - We erroneously had 2 separate designations for line 9100.05. We removed 9100.05 as our Miscellaneous line and made Miscellaneous line 9100.14

- We also deleted the Strausstown Rod & Gun Club as line 9100.15 and used that line number for the Berks County Pomona Grange who gave us a 1st time donation.

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

Correspondence: Chelsea reported that there was nothing of note this month.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Submitted proof of participation for the 1st and 2nd quarter System Wide Initiatives
- Attended the BCPL/Reading District Directors meeting on 3/22
- Becky attended the BCPL/Reading District Directors Youth Services Meeting

Goal I: Increase awareness and use of the library and its resources

- Coordinated with AARP to get information and materials to patrons seeking free tax services
- Attended an Our Town Foundation networking event at Copperz Brewing Company with Dorothy Brobst
- Our Homeschool Collection is now available for circulation
- Youth Services Updates/News
 - Community Outreach—We continue to periodically provide learning activities to students at various schools in the community. Last month, a group of school-age students received kits, and this month we provided activities for students in a pre-kindergarten classroom.
- Summer Learning Program 2022
 - Our theme this year focuses on oceanography and is called "Oceans of Possibilities."
 - The program will begin Monday, June 6.
 - A great deal of scheduling and planning have been accomplished.
 - Some of our programming will be in-person, providing (1) current data suggests that it is a safe and conscientious decision and (2) Covid-19 vaccinations are available to children 4 years old and younger.
 - A variety of grab-and-go options will also be offered.
 - Many other details including promotional materials are in progress.

Goal II: The library will be a comfortable place for the community to come together.

- Met with John Leonforte, Hamburg Borough Zoning Officer regarding library expansion project
- Met with Laucks Architects regarding library expansion project.
- Created a circulating puzzle collection

Goal III: The library will foster a love of lifelong learning.

- Adult Programming-
 - Craft Takeout- Paper Hyacinths
 - Spice Club-Caraway
- Youth Programming

- Virtual Storytime
 - Topic—Sweaters
 - Content Area Learning—ordering and comparing items by length
 - Early Learning and Skills—listening to a story; listening comprehension and making meaning; problem-solving; counting items; one-to-one correspondence; identifying colors; making text-to-self and text-to-world connections; learning new vocabulary
- Preschool/Early Elementary Storytime Experience Kits
 - Topics—Sweaters; Volcanoes; Bugs; Pets; Zoo Animals
 - Content Area Learning—identifying a volcano and some of its features; identifying insects by their features; acting out “take away” stories; identifying pets’ basic needs
 - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; reciting and acting out a poem; singing a song; creating a craft; counting items; asking and answering questions
- Children’s Grab-and-Go Activity
 - Activity—Volcanoes
 - Learning and Skills—identifying volcanoes and key information about them; reading a nonfiction text; sequencing a series of events; labeling pictures with matching captions; reading and following written instructions; using creativity to produce a craft
- Young Adult’s Grab-and-Go Activity
 - Activity—Volcanoes
 - Learning and Skills—building a model and labeling its parts; reading and following written instructions

Goal IV: Ensure long term sustainability for the library through continued governance and funding development.

- Attended Executive Committee Meeting March 24
- Attended the Fundraising Committee Meeting on March 24
- Attended a webinar about County of Berks American Rescue Plan Grant Program

Respectfully submitted,
Chelsea Williams

Library: In **March**, the people count was 2796 and the total item circulation was 5620. Program count was 2 and the total program attendance was 26; however, in the Grab and Go Activities, there were 377 Children’s Participants and 90 Adult Participants. The total computer usage was 422 sessions.

President’s Report:

**Hamburg Public Library
Executive Committee Meeting
March 24, 2022**

In attendance: Bob Angelo, Kathi Shaffer, Sue Leiby, Chelsea Williams

Absent: Christine Roth (unexpected emergency)

Call to Order: President Bob Angelo called the meeting to order at 3:00 P.M.

Purpose: Discuss Salary structure for Library Staff as well as updating Position Titles. Proposal will be presented to full Board for approval prior to sending to Hamburg Borough.

1. Present Table of Organization with current titles:

Library Director
1
Children's Librarian
1
Clerk

2. Select New Position Title:

- Library Director: **Keep**
- Children's Librarian: **Keep**
- Clerk: **Library Assistant**

The Executive Committee is recommending to the Board to keep the present titles for Library Director and Children's Librarian and change Clerk to Library Assistant. The new title reflects the job duties of the position.

3. Starting Salary ranges for each position: Under discussion, Chelsea will give us the salaries at present Berks County libraries.

Library Director: abstain at this time
Children's Librarian: abstain at this time
Clerk: change to starting range of \$10 - \$13

The Executive Committee recommends to the Board the above salary range. Members reviewed salary ranges from the following libraries: Lower Macungie, Indian Valley, Kutztown, Exeter, and Muhlenberg. Ranges were from \$9 - \$13. The range would allow us to hire staff based on experience. Also discussed posting second Per Diem position, which we never filled.

4. Plan to bring present staff up to appropriate level:

Recommendations will be presented to Board at next meeting. If approved will be sent to Hamburg Borough to be approved by Personnel Committee. If the Personnel Committee is in agreement, proposing present Library Assistants (clerks) receive an additional \$1 per hour increase to bring them into the new range. The \$1 increase would bring them to \$11 per hour giving them credit for their experience. All present Executive Committee members were in agreement.

Other announcements:

Chelsea, Bob and Becky met with Laucks Architect to give necessary information to obtain a bid for a proposal. We should receive this proposal in 2 weeks.

Meeting adjourned at 4:00 pm.

Bob reported the following at the Board meeting:

Chelsea and Bob attended the County Commissioner's Meeting at Hamburg High School on 3-31-2022. It was interesting to note that Mayor Holmes talked about the library in his opening remarks and its historic importance. They were able to meet the commissioners.

Consent Agenda: Bob asked the Board to vote on adding the Fundraising Report to the Consent Agenda. Motion made to make the Fundraising report part of the monthly Consent Agenda. Seconded and passed unanimously.

Bob held an Executive Committee meeting on 3-24-2022. Minutes are included under Consent Agenda but the Board needs to vote on the following recommendations:

- A. Position Titles: Library Director, Children's Librarian, and change Clerk to Library Assistant
- B. Salary Range for Library Assistant will be \$10-\$13 based on level of experience
- C. Increase present Clerk salary by \$1 per hour to bring into new range

Final decision will be sent to Borough to present to Personnel Committee

Personnel Changes: The title of Clerk will be changed to Library Assistant. Motion made to change the title of clerk to that of Library Assistant. Seconded and passed unanimously.

Salary structure for Library Assistant will be changed a range of \$10-13 Motion made to set the salary structure for Library Assistant to a range of \$10-\$13 based on experience. Seconded and passed unanimously.

The present clerks will receive a \$1 an hour raise in acknowledgement of their experience. Motion made to give the present clerks \$1 per hour raise. Seconded and passed unanimously.

Fundraising Committee:

Kathi reported the following in an email sent to the board following the meeting of the fundraising committee on March 24, 2022:

Book Sale at the Fieldhouse, Saturday, June 4, 2022:

Hours of book sale: 8:00 A.M. to 2:00 P.M.

1:00 - 2:00: Grab a bag of books for \$5.00; Chelsea has bags for the shoppers.

Bake sale: There will be a sign-up sheet for board members to list what they will prepare and donate. The baked goods will be set up on the back counter of the field house. We have clam shell containers and plastic forks.

Hours of food vendors: Candies and Smokin' BBQ: will set up about 6:00 A.M. and stay until the book sale is over.

Smokin' BBQ will have breakfast sandwiches available. Gloria will check to see if the vendors need electric.

U-Haul: Chelsea will reserve a 20' U-Haul. We will only need the U-Haul for Friday.

Advertisement of book sale: Chelsea will put advertisement about the book sale in the Windsor Press, post on social media, and post a flyer in the library. Sue will write up an article/advertisement and send to Lisa at the Hamburg Item for her to run. Gloria will write something up for Berks Encore.

50/50 raffle tickets: Chelsea will renew our Small Games of Chance license in order to sell 50/50 tickets.

Volunteers: Chelsea will put up a sign-up sheet in the library and also bring to April's board meeting for needed volunteers for Friday and Saturday. Volunteer time will be scheduled in 2- hour increments.

Friday volunteers: load up the packed books to the U-Haul at the library and then unpack at the field house. Tables also need to be set up at the field house.

Saturday volunteers: 4 people for cash boxes; 1 for baked goods; 1 for 50/50 tickets; 2 for book sales; at least 3 people to walk around to help customers.

Chelsea will also set up a credit-card reader so customers will be able to charge books.

Board members: Sign up will start at 7:30 A.M. on Saturday until the books are packed and loaded up.

Price of books: Chelsea will make up the price of books as discussed at the meeting.

Other items discussed at this meeting:

Due to a Senior Citizen group running a bus trip to the Sculpture Museum, low interest in the library's bus trip, cost of gas, and the possibility of another COVID-like variant lockdown, the library is no longer offering the bus trip to the museum.

Everyone should start thinking of another fundraising type activity for Hamburger Days instead of the Way-Har ice cream truck.

We discussed the annual fundraising letter and costs. Chelsea asked to have other areas included in the mailing, which changed the cost. This item will be discussed again at the next board meeting.

Update on Fund-raising discussion at the Meeting of the Board:

Chelsea distributed the sign-up sheets for bake sale and for the hours to be worked. Kathi discussed that we will wait until Friday to see the set-up for the book sale since it is a new venue.

Sue suggested the bake goods stand be placed in the front of the building, as opposed to the rear of the building.

Chelsea showed the fund-raising letter that SV Library sent out and suggested we do something similar and send to several zip codes. She will have a draft of the letter ready for the May meeting, with the goal of having the letter sent out by June.

Old Business:

Board Recruitment: Bob reminded us always to look for people willing to come to board meetings and see if they want to become part of the board. We still have one vacancy on the board. Bob mentioned that Sharon Shirk is interested and will come to the May meeting.

Library Expansion: Chelsea explained the two proposals we received on architectural services for expanding the library. She mentioned that the Watkins proposal is still valid although it is dated July 01, 2021. Watkins had designed several Berks County libraries. Chelsea mentioned the original paperwork for the expansion of the Hamburg Library from 2003 was lost in the Watkins merger with Synergetics. She commented that the Watkins architects believe the drawings they gave us in 2003 will still work.

Laucks will help us coordinate with a library designer. Chelsea pointed out that the first part of the Laucks plan is to look at the building and learn about zoning ordinances, before going further. They will give us price estimates and a rendering of the building and once these are done, we can begin to apply for grants, Sue asked if the Borough Solicitor would be willing to give us some guidance. Chelsea mentioned that she feels solicitor would be necessary when we have more concrete proposals and solicitor will tell us what we would actually need.

Chelsea mentioned that there will be grant money available for next year which is why we should begin now to get the project started. Bob commented that it would behoove us to make a decision so that we can start moving ahead, so that we can apply for grants next year,

Motion made to select one of the plans at this meeting and motion was seconded. Vote was 7 ayes and 1 nay, (Susan Leiby dissenting). Motion passed.

Motion made to accept the Laucks proposal and motion was seconded. Vote was 6 ayes and 2 abstentions, (Susan Leiby and Gloria Hess abstaining).

Motion made to accept Watkins proposal and seconded. Vote was 6 nays and 2 abstentions, (Susan Leiby and Gloria Hess abstaining)

New Business:

Gutter Replacement: Chelsea stated the gutters are falling apart and causing water damage to the back of the building. We received three estimates for replacement gutters. One was from Patriot Seamless Gutters LLC to install dark bronze-colored gutters at a cost of \$10,572. Another estimate for installing copper gutters for \$14,333 was from Brothers Gutters. A third estimate for installing dark bronze-colored gutters for \$6,865 was from Brothers Gutters.

Motion made that Brothers Gutters will install dark bronze-colored gutters for \$6,865. Seconded and passed unanimously.

Dates to Remember:

April 16-- Library closed for Easter Saturday.

April 29—Library closed for Staff Development

May 10, 6 P.M.- HPL Board of Trustees Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:54 P.M.

*Vote Required

Action Items:

Fundraising Committee: Kathi to schedule another meeting to prepare for book sale

Chelsea: to prepare signs to show which books are on the tables.

To prepare flyers for next meeting for additional publicity for book sale

Will call Sharon Shirk to see if she has any questions before coming to the May meeting

To prepare and email a fundraising letter to the board before the May meeting

Sue: to send publicity article to newspaper three weeks before bake sale

Respectfully submitted,

Christine Roth, Secretary