

**Hamburg Public Library
Board of Trustees Meeting
June 13, 2023**

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, Emily Riddle, Christine Roth, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Gloria Hess, Dorothy Brobst

Also present: Director Chelsea Williams

Call to Order: President Bob Angelo called the meeting to order at 6:09 P.M.

Mission Moment: Chelsea reported that future seeing eye dogs visited with children and their families at the library during a special outdoor event. Over 120 people came to the outdoor event. The special dogs will return for a visit with the children and parents during Read with Miss Becky.

Consent Agenda: The Minutes of the May 9, 2023, Board of Trustees Meeting. 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 May 9, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: The financial report will be voted on in August.

Correspondence: None

Director's Report:

Library Updates and Operations

- Noelle Miller was hired as a substitute library assistant.
- Tabitha Engel and I attended court on May 22 regarding a previously banned patron's trespassing charges. The case has been referred to the Court of Common Pleas.
- I attended the System/District Directors meeting on May 23rd.
- Rebecca Hartman attended the System/District Youth Services meeting on May 23rd.
- I attended the BCPL Board Meeting on May 17th.

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

- Created a new monthly programming calendar for patrons with upcoming events.
- Information about the library appeared in the printed Borough of Hamburg newsletter, which was mailed to every resident of Hamburg.

- We partnered with Fostering Hope of Berks County to accept donations of much needed infant supplies for their foster closet program.
- Becky worked with Hamburg Areas School District to provide summer learning marketing materials to every HASD student.

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

- Continued working with Laucks Architects regarding the building expansion.
- Attend a Hamburg Borough Property Committee meeting to discuss the future of the library addition.
- Drafted an annual appeal letter for board approval.

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

- The Berks County library directors voted to eliminate administrative fees. This fee was an additional charge added to lost items which remained even after the book was returned. The elimination of this fee works toward our goal of providing equitable library service.
- Adult Programming
 1. Our Spice Club selection was Shichimi Togarashi. This includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks.
 2. The Coffee and Crime book club discussed *The Violin Conspiracy* by Brendan Slocumb. Their next meeting will be June 22nd at 10AM and the book selection is *The Christie Affair* by Nina de Gramont.
 3. The Hamburg Library book club met on May 26th and discussed *My Sister's Keeper* by Jodi Picoult.
 4. Crafter Hour, met on June 1st. 9 people attended and made cyanotypes. The next Crafter Hour will be July 6th at 6pm.
- Youth Programming
 1. Summer Learning Program 2023
 - Our theme this year focuses on kindness, unity, teamwork, acceptance, and understanding and is called "All Together Now."
 - The program began Monday, June 5. We have already seen a record number of registrations and program attendance.

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

- I attended a PaLA Forum on updating the Pennsylvania library regulations.
- Assisted with coordinating the annual book sale including scheduling volunteers, advertising the event, and staffing the sale.
- I attended a fundraising committee meeting to discuss the book sale and upcoming library fundraisers.

Respectfully submitted,

Chelsea Williams

Library:

President's Report: Bob had nothing to report at this time.

Old Business:

Library Expansion: A motion was made to vote to approve the third phase of the library expansion project and was seconded. The motion passed unanimously with the board members that were present. We will receive the missing board members votes via email.

New Business:

Chelsea reported on the library's technology. All the computers are very outdated. The patrons' PC's will need to be updated to accommodate Windows 11. Staff computers are also on the verge of being outdated. Chelsea suggests a multi-stage purchase process. We would update the staff computers, take the staff computers which are in better function and allow patrons to use them for their needs. The quote for the system and IT support is for two laptops, one each for Chelsea and Becky. Also included in the quote would be for a new PC at the front desk and a new PC in the back area of the office. The total would be approx. \$4000. Half of the cost has already been budgeted. Chelsea reported that the library's IT personnel is well-acquainted with these higher end computers.

After some discussion, a motion was made to buy the four computers. The motion was seconded and passed unanimously.

In other business, Chelsea had copies of the donor letter for preview. These will be mailed to help raise funds for the library in the next few weeks. A motion was made and seconded to accept the donor letter with the addition of a date added to the letter. Motion passed unanimously.

Fundraising:

A restaurant purchase fundraiser is being created with proceeds coming to the library. An email will be sent out to all with the information. An update on the flower bulb sale showed approx. \$320 was raised, all profit. Sharon reported on the fundraiser with Deitsch Eck baking pies, which we would sell for \$20. A donation of \$5 per pie would be paid to the library. The selection of pies would be preordered and prepaid for this fundraiser to be in fall, therefore no possible loss for the library.

In further fundraising business, Emily asked if a date for a gala/wine & beer event at the warehouse should be chosen to be able to coordinate the night as soon as possible? Chelsea suggested we secure sponsors to help prepay for expenses so that more of the income from that event would be profit and that they meet with the owner first to find out the base cost of renting the room for the event before choosing a date.

Dates to Remember:

No meeting in July

August 8, 2023 - 6PM - Hamburg Public Library Board Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:53 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary