

**Hamburg Public Library  
Board of Trustees Meeting  
May 10, 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 and Peter Laucks of Laucks Architects

**Call to Order:** President Bob Angelo called the meeting to order at 6:01 P.M.

**Mission Moment:** Chelsea reported that she met with eight students at the high school and talked to them about what their interests are in the library.

**Consent Agenda\*** This includes the Minutes of the April 12, 2022 Board of Trustees 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 April 12, 2022 Board of Trustees Meeting Minutes and the Library Director's Report. Motion to approve the consent agenda. Seconded and passed unanimously.

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

**Revenue:**

- 7000.01 County of Berks 2<sup>nd</sup> Quarter aid check for \$18,432.32 received
- 9100.02 Donations of \$60.00 and \$100.00 respectively received from United Way of Greater Lehigh Valley and Digital Insurance, LLC
- 9100.09 \$2,500.00 Building Fund matching grant received relative to Jane Markovich prior donation
- 9200.05 \$307.35 Redner's Save-A-Tape contribution received

**Expenses:**

- 520.01 Signed contract submitted and paid 30% deposit in the amount of \$2,059.50 paid to Brothers Gutters for approved gutter work

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 we received a letter from Amy Resh, the system administrator, that the library is in compliance with the standards to determining eligibility for state aid. The library has met all eligibility standards for Incentive to Excellence Aid. Also, we received a thank you letter from Our Town Foundation for contributing a basket for Hamburg Arts Alliance Bingo fundraiser held in April.

## **Reports:**

### **Director's Report: Chelsea reported the following:**

#### **Library Updates and Operations**

- Submitted documentation of our participation in the 2nd Quarter System Wide Initiative- Longwood Gardens Community Read
- Our reduced summer hours will begin Saturday, June 11th. For the remainder of the summer, the library will be open from 9 a.m. to 1 p.m. on Saturdays.
  - This follows the Pennsylvania Library code, which allows 10 weeks of reduced Saturday hours through the summer.

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

- Met with teens and Teresa McCarthy, High School Librarian, at Hamburg Area High School about volunteering at the library on 4/28
- Presented about Spice Club at Berks County Library Staff Development Day
- Received folding tables, tablecloths, and branded table runners through Thrivent Action Teams program

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

- Worked on Annual Drive Letter and prepared it for circulation
- Designed and prepared a canvas bag for our Canvas Bag Fundraiser
- Worked on planning for our upcoming Book sale
- Early Learning Computer Stations are now available for children
- Continued working with Laucks Architects on the building expansion project.

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

- Purchased items for our Library of Things with County Coordination Aid
  - “A Library of Things is a collection of items for loan that expands the boundaries of traditionally defined library materials.”
  - Items that we purchased are Thermal Heat Detector, OBD-II Diagnostic Code Reader, LED Page Magnifier, Film to Digital Converter, Electrical Test Kit, Electricity Usage Monitor, StudSensor, Cricut EasyPress 2, 4 in 1 Soil Tester. This collection will continue to grow.
- Adult Programming
  - Spice Club- Cinnamon in conjunction with Longwood Gardens Community Read, participants were given true cinnamon and the more common cassia cinnamon to compare and try
  - Craft Take Out- Beeswax Wrap
- Youth Programming
  - Virtual Storytime
    - Topic—Trees
    - Content Area Learning—life cycle of a tree; trees’ needs for growth and survival; examples of trees’ seeds and their special characteristics for survival and travel; importance of trees to people and the natural world; photosynthesis; significance of Earth Day
    - Early Learning and Skills—listening to a story; listening comprehension and making meaning; problem-solving; making text-to-self and text-to-world connections; learning new vocabulary

- Preschool/Early Elementary Storytime Experience Kits
  - Topics—Trees; Letter Bb; Ice Cream
  - Content Area Learning—importance of trees to people and the natural world; life cycle of a tree; identifying capital B and lowercase b; playing an educational game
  - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; creating a craft
- Children’s Grab-and-Go Activity
  - Activity—National Geographic Student Explorer
  - Learning and Skills—reading nonfiction; using comprehension strategies to understand what is read; learning science content (including both natural science and applied science concepts)
- Young Adult’s Grab-and-Go Activity
  - Activity—Logic Puzzles
  - Learning and Skills—reading and following written instructions; using logic to problem solve
- Planning continued for Youth and Adult Summer Quest programs

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

- Ashley, Tabby, and I attended BCPL Staff Development Day for 6 hours of Continuing Education
  - Sessions included “Identifying and Addressing Microaggressions”, “Downloading and Using the Libby App” and “Polaris and Leap Tips & Tricks”
- Becky attended “Inclusion in Early Childhood Services” training

Respectfully submitted,  
Chelsea Williams

Chelsea announced that the borough personnel committee voted on the staff changes and salary. The recommendation will go to Borough Council by the end of this month.

Chelsea displayed one of the two banners she purchased with funds from Thrivent. She also purchased three tablecloths and two tables with the funds from Thrivent. These can be used for fundraising events.

**Library:** In **April**, the people count was 2424, and the total item circulation was 5183. Program count was 0, and the total program attendance was 0; however, in the Grab and Go Activities, there were 225 Children’s Participants and 80 Adult Participants. The total computer usage was 390 sessions.

**President’s Report:**

**Bob reported the following at the Board meeting:**

The request for the change in job titles and starting salaries was sent to Marissa. As Chelsea noted earlier, it was voted on at today’s personnel committee meeting.

**Old Business:**

**Library Expansion:** Bob introduced Peter Laucks, of Laucks Architects. located in Fleetwood. Laucks Architects did the relocation of the County Library building and also worked on the renovated Fleetwood

Library. We have signed on with his firm to look into feasibility aspects. Peter explained the first part is to do due diligence. The good news is that we are allowed to cover most of the property with a three-foot setback from property line. They have measured the exterior and interior of the building except for the basement. That leaves us approximately 2900 sq feet in the footprint building level. His firm has talked to the borough, checked the tax map, and has verified borough zoning.

Now we are at the point to measure the existing building except for the basement. He has had a structural engineer here to access what the building can support in adding to other floors. The structural engineer can determine if it would be part of the book collection or just offices or just storage space. Once these have been determined, then we will look into what we want in the spaces, such as program areas or offices. Then they can work on schematics as to how to achieve what we are looking for. His firm will do some basic 3-D to help identify what we aim for.

We also need to talk about style since this is a very distinctive building. There will be challenges because of the history of the building. They plan to put together a viable budget conscious plan. In another month they should be able to put plans for space on paper, such as where will the main entrance be. He recommended that we look at publications and on Internet for things we like or dislike in a construction. That will get us to a point to have a plan. Based on that we then work on fundraising, which will take time.

Then we go from there to actual documents and securing a builder. His firm will have a structural engineer, a MEP engineer (mechanical, electrical, and plumbing engineer) and a civil engineer to determine where surface water will go. Also, we will have another to work on the shelving. His firm also has ability to do interior design if we want. His firm has to be in contact with the PA Historic and Museum Commission because this is a historic building.

Everything done in the addition must meet today's codes. The biggest impact will be in American Disabilities Act Accessibility, and we will need to put an elevator in for access to the second floor and consider a pathway from one area to another. His firm has had experience with historic restoration, although he did not specify any projects that had Historic Register considerations.

Prices will be determined by finishes, HVAC system, steel joists, etc. It is an extremely volatile market. Part of what they look at is what electric service we have, what heating system we have, what we will need. Possibly adding solar energy panels to addition. Possibly looking at natural gas. It may be possible to leave existing radiators in place, but have them disconnected.

When asked the cost of the project, he estimated 1.5 million dollars.

Chelsea said that for the Keystone Grant we have to show that we have available funds and we have two years to get matching funds. In November of 2024 the building will be 120 years old and Chelsea hopes to have at least the groundbreaking or more accomplished by then.

The project will have to be advertised and put out for public bids. We don't have to take the lowest bidder, but we do have to have a responsible bidder.

Peter said it's a good idea to hire a construction manager as our representative who would oversee the whole process

### **New Business:**

**Fundraising Committee:** Kathi reported that the committee had met prior to this meeting and they discussed the canvas bags that can be sold in the library and at events. The bags (made by Statement Apparel in Topton) cost \$8.40 each and would be sold for \$20.00 each. Because of limited time, they're not sure if the bags will be ready by the book sale. Motion made to approve purchase of 250 bags. Seconded, and passed unanimously.

For the fill-a-bag sale from 1-2 P.M., we will use bags that were donated two years ago. Chelsea has reserved the U-Haul for Thursday, June 2. Sue has written an article for *Hamburg Item* and Gloria has written an article for *Berks Encore*. High School volunteers are helping deliver books to the field house on Thursday, June 2, from 9-11 and 11-2. Two sets of volunteers will be working; one here and another at the Field House.

Candy's and Smoking BBQ will be the food trucks at the field house.

Chelsea is working on setting up pricing of the books. Four cash boxes will be needed. One for 50-50 ticket, one for the bake sale, and two for the book sale.

**Annual Appeal:** Chelsea presented a draft of the annual fund drive letter which she would like us to respond to by May 21 so that she can send it out before the end of the month. RTC, Shoemakersville, will send it to over 8000 households and businesses.

Chelsea wants to create a data base for future mailings.

**Dates to Remember:**

**May 18—BCPL Board Meeting (Bob will attend virtual meeting)**

**May 28- 30—Library closed Memorial Day**

**June 4, 6 A.M.- 2 P.M.- Library Book Sale**

**June 14, 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 7:23 P.M.

\*Vote Required

**Action Items:**

**Board members:** Read the draft of the annual fundraising letter and respond to Chelsea by May 21.

**Bob:** plans to meet with Berks Community Foundation for information about raising funds from major donors.

**Chelsea:** will order canvas bags

Respectfully submitted,

Christine Roth, Secretary