

## Minutes of December 14, 2021

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

**Board members present:** Bob Angelo, Dorothy Brobst, Jeanette Heckman, Gloria Hess, Sue Leiby, Christine Roth

**Absent:** Joan Adams, Kathi Shaffer, and Barbara Strunk

**Also present:** Director Chelsea Williams

A quorum was met.

**Call to order:** Meeting called to order by Bob Angelo at 6:01P.M.

**Mission Moment:** Bob read the Mission Statement: 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.

Chelsea's mission moment was that a little visitor, who had been coming to the library with his mother and had no interest in books or reading, has now become enamored of the library and wants to go on to chapter books.

**Consent Agenda:** The minutes of the November 9, 2021 meeting, the November 18, 2021 special meeting, the December 2, 2021 executive board meeting are included as are the Library Director's Report for December. 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 **December:**

#### Revenue:

- 6000.03 Rcvd. \$100.00 from Upper Tulpehocken Twp.
- 6000.05 Rcvd. \$2400.00 from Windsor Twp.
- 6000.06 Rcvd. \$2500.00 from Perry Twp.
- 6000.08 Rcvd. \$100.00 from Upper Bern Twp.
- 9200.10 Rcvd. \$1220.00 raffle income (Basket raffle)

#### Expenses:

- 510.01 Paid \$2346.16 for periodical stand (requested by donor who provided the funds for this)
- 520.01 Paid \$279.87 for defective smoke detector replacement

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

**2022 Budget:** The proposed budget for 2022 was reviewed. Sue explained the following changes in the amounts:

#### 2022 Proposed Budget

#### Revenue:

- 6000.08 – added since Upper Bern Township has contributed for last 2 years

- 7000.01 - 2022 allocation for State/Berks County
- 8000.01 & .03 – no longer collecting fines or for lost cards
- 9100.02 – due to fewer general donations given in 2021
- 9200.01 – due to less given to annual fund in 2021
- 9200.06 – unsure if bus trips will occur due to Covid
- 5000.00 – budgetary reserve if we need to draw from checking acct. to pay for proposed repairs.

### **Expenditures:**

- Sections 100 & 200 – Salaries and Benefits are based upon \$1.00/hr. (or 4%) salary increase for employees in 2022
- 300.01 & .02 - Chelsea explained that less is budgeted for books since we are not overspending on materials for which we do not have space.
- 400.01 & .05 - Chelsea explained that fewer supplies are needed for the library and more is needed for programming
- 520.01 – Amount for repairs is pending gutter and wall repairs
- 600.02 – Amount for oil is based on having oil leftover from previous contract as planned
- 700.01 - Chelsea explained that she is more likely to attend the state conference held in Harrisburg
- 800.10 - Chelsea explained that the water fountain is in greater use and the plan is to buy a water fountain outright instead of leasing.
- 800.14 – This expense for Annual Fund Drive has been added in case we decide to use professionally designed mailing
- 800.16 – The amount for bus trips is included in in case we run a bus trip fundraiser

Bob asked for a motion to approve the proposed budget for 2022. Motion was made to approve the budget as presented. Seconded and passed unanimously.

**Correspondence:** Chelsea sent a letter to larger local businesses asking for donations.

### **REPORTS:**

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

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

- Trained new substitute clerk, Gail Grill
- Continued working on Uniform Requirements and Responsibilities for the library system

#### **Buildings & Grounds**

- The faulty smoke alarm in the attic was replaced.
- Installed a doorbell for patrons to use to request assistance with the door since patrons struggled to open the door now closed due to the colder weather.

#### **Collections & Materials**

- Circulation numbers are still up from 2019 numbers.
- Weeding was completed in the Audiobook, Juvenile Fiction, Easy Reader, Large Print, and Music CD collections.
- The new periodical shelf has been delivered and installed. Various collections have been reorganized to allow for the future Homeschool Collection.

## **Finance & Fundraising**

- The Basket Raffle raised \$1,420
- Worked with Sue Leiby to create the 2022 Budget
- Sent a letter to the Hamburg Area School District detailing our services to children this year and requesting their yearly contribution.
- Sent out letters requesting donations from local businesses.

## **Outreach/Marketing**

- Created additional promotional material to highlight our collection and programs

## **Adult Programming**

- Hamburg Library Book Club met November 18. They meet the fourth Thursday of each month at 5pm. New members are always welcome.

## **Youth Programming**

- Virtual Storytime
  - Topic—Owls; Reading Aloud Chapter Books to Preschoolers
  - Content Area Learning—building preschoolers' interest in appropriate chapter books; educating caregivers about the benefits of reading aloud appropriate chapter books to their young children
  - 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
- Preschool/Early Elementary Storytime Experience Kits
  - Topics—Owls/the Fall Season; Apples; Turkeys
  - Content Area Learning—identifying the Fall season; basic anatomy of a turkey and other science facts about turkeys
  - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; singing and acting out a song; reciting and acting out a poem; creating a craft; furthering reading and learning on the themes introduced
- Children's Grab-and-Go Activity
  - Activity—Intermediate-Level Owl Puzzler
  - Learning and Skills—critical thinking and problem-solving; reading and following written instructions
- Young Adult's Grab-and-Go Activity
  - Activity—Challenge-Level Owl Puzzler
  - Learning and Skills—critical thinking and problem-solving; reading and following written instructions

## **Continuing Education and Meetings**

- November 15, Budget Meeting
- November 17, BCPL Board Meeting
- November 18, HPL Special Board Meeting
- November 23, System Director's Meeting

Respectfully submitted,

Chelsea Williams

**Library:** In **November**, the total item circulation was 5,232 with a total attendance of 608 for preschool children's programs. There were 4 preschool STEM programs and 192 preschool children STEM attendance. The people count was 2,426. Computer usage totaled 350 sessions.

**President's Report:**

Bob reported the following: He thanked the members for their work in preparing for the basket raffle and their efforts showed their success. He also complimented the staff and board on their preparation for the Donor Appreciation Night.

He acknowledged all the years that Jeanette and Joan have been members of the board and presented Jeanette with a certificate and flowers. Joan will receive her certificate and flower later this week. He invited everyone to enjoy refreshments after the meeting.

**Fundraising Committee Report:** Gloria reported the following: The book sale planned for the Field House may happen or may not due to problems with Covid. She noted she had a problem the last time with finding someone to take away the unsold books. She is planning on having two food vendors for the book sale. She does have a list of some people willing to help. Chelsea added that she is updating the website's Support Us tab with a variety of ways to support the library such as a link to an Amazon charity list and a wish list with donation suggestions.

**Old Business:**

**Board Recruitment:** Bob noted that this should be ongoing since we need to look for replacements. Kim Bagenstose has been invited to join the board. Because she is employed by the State, she cannot solicit money with local organizations or collect money at fundraisers. Because she may be on call, she cannot come to the January meeting, but will be able to come to the February meeting.

**New Business:**

**Service Policy:** Chelsea explained that this policy combines both the Service Policy and Overdue policy which was last updated in 2019. The biggest change in that policy is the proposal that we will be permanently fine-free. She noted the last six months of the pilot project has gone well and there has been no increase in books being lost. Our circulation numbers have also continued to be up from 2019.

Bob called for a motion to accept the Service Policy. Motion was made to approve the Service Policy as presented. Seconded and passed unanimously.

**Dates to Remember:**

**January 11, 2022- HPL Board of Trustees Reorganization Meeting and Regular Meeting -6:00 P.M.**

**Adjournment:** Motion made to adjourn the meeting at 6:36 P.M. Seconded and passed unanimously.

**Action Items:**

**Library Board Members:** Continue to think of potential members for the board

**Chelsea:** Update the Support Us page on the website.

Respectfully Submitted,

Christine L. Roth

Recording Secretary