

**Hamburg Public Library  
Board of Trustees Meeting  
February 8, 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:** no one

**Also present:** Director Chelsea Williams and Kim Bagenstose, potential board member

**Call to Order:** President Bob Angelo called the meeting to order at 5:57 P.M.

**Mission Moment:** Chelsea reported that two patrons returned to the library after not having been in for the past two years due to the pandemic, and that they were happy about returning.

**Consent Agenda\*** This includes the Minutes of the Annual Board of Trustees Meeting, the Minutes of the January 11, 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. Sue asked to remove the Minutes of the January 11, 2022 meeting; therefore, Bob asked for a motion to approve the Minutes of the Annual meeting and the Library Director's Report. Motion to approve the consent agenda without the Minutes of the January 11, 2022 meeting. Seconded and passed unanimously.

Sue reported that the paragraph on meeting with David Doll, Edward Jones representative, should be corrected in the Minutes of January 11. The sentence "David has suggested he would like to meet in-person with the board to discuss whether or not our restricted funds can be used for something other than the specified nature" should read "David has suggested that he would like to meet in person to discuss our investments." Also, the sentence "Sue will contact him to set up a meeting sometime in March or April" should read "Bob will decide when he wants us to meet with David Doll and then Sue will contact him."

Bob asked for a motion to approve the minutes as amended. Motion to approve the January 11, 2022 Minutes as amended. Seconded and passed unanimously.

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

**Revenue:**

7000.01 – Received \$23,098.98 1<sup>st</sup> Quarter installment from the System

9200.11 – Received \$500.00 matching grant

**Expenses:**

100 & 200 – Amounts reflect 3 pay periods since no invoice was sent for

Dec. 2021. Also, new year requires annual payments for Worker's

Comp & Life Insurance.

**Commentary:** Sue reported the System report of our expenditures was initially incorrect and needed to be reissued. Also, the new utilization of an endowment process was initially difficult to reconcile while preparing the monthly report.

Sue announced that she will not be available from September 20 to October 7 as she will be traveling then.

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

**Correspondence:** There was none.

## **Reports:**

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

### **2021 Accomplishments**

- Created a new Long-Range Plan
- Eliminated fines in an effort to provide more equitable library service
- Developed a New Board Member Onboarding and Orientation process
- Replaced the bathroom floor and carpeting in the Children's Room and Adult Stacks
- Through our Redner's Markets partnership, provided programming to non-library users
- Our Redner's Market partnership was featured in the Berks County Educator Newsletter and on BCTV.org
- Becky was awarded an Honorable Mention in the Best Practice Awards by the Pennsylvania Library Association for her partnership with Redner's Markets
- Our circulation increased 62% from 2020 and 12% from 2021
- Distributed almost 6,000 children's and 500 adult grab and go activities.
- Introduced a new, more modern logo
- Created an Instagram account and grew our account to 200 followers
- Formed a Fundraising Committee and planned a successful basket raffle
- Award CARES Act grant, Walmart Community Grant, and the LSTA Out of School Time grant
- A representative from the Board visited each of our municipalities
- Participated in a Board Retreat focusing on recruitment, communication, and board member roles and responsibilities

### **Library Updates and Operations**

- Prepared and delivered 2021 Financial Documents to Hamburg Borough for our audit
- Our new district consultant, Becky Wanamaker, started February 2nd
  - She can be reached at: [becky.wanamaker@reading.lib.pa.us](mailto:becky.wanamaker@reading.lib.pa.us)
- Attended District Directors Meeting on 1/25
- Becky attended the District Youth Services Meeting on 1/25.

### **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
- Completed two displays with circulating materials related to library programming
- Created a variety of social media posts which highlighted books in our collection and their ties to specific holidays

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

- Created a central procedure and form manual for staff, to ensure that all library services are provided consistently and effectively
- The Hamburg Library Book Club met January 27th. Their January book pick was *Ice Limit* by Douglas Preston and Lee Child.

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

- Distributed January's Adult Grab and Go Activity, which was about the Hygge, the Danish Art of Contentment, Comfort, and Connection.
- Introduced Spice Club, a monthly kit that includes a spice sample, information about the spice, and a list of cookbooks available at the library. January's spice was chili powder.
- Youth Programming
  - Virtual Storytime (Topic—Mittens)
    - Content Area Learning—poetry; describing words (adjectives); the Winter season
    - Early Learning and Skills—listening to a poem; listening comprehension and making meaning; counting items; identifying pairs and items in pairs; sorting; making text-to-self and text-to-world connections; learning new vocabulary
  - Preschool/Early Elementary Storytime Experience Kits
    - Topics—Mittens; Penguins; Fun in the Snow
    - Content Area Learning—identifying the Winter season; the lifecycle of a penguin
    - Early Learning and Skills—fine motor skills; following directions; identifying items by size and using size words; practicing vocabulary; reciting and acting out a poem; creating a craft; furthering reading and learning on the themes introduced
  - Children's Grab-and-Go Activity
    - Activity—DIY Snowman Tic-Tac-Toe Game
    - Learning and Skills—using creativity to produce art; reading and following written instructions; critical thinking, problem-solving, and strategizing; cooperatively playing a game with a friend
  - Young Adult's Grab-and-Go Activity
    - Activity—Journaling Set
    - Learning and Skills—responding in writing to a prompt; mindfulness; self-reflection; critical thinking and problem-solving; reading and following written instructions
- Continued the project of adding identifying stickers to books,
  - These stickers identify a variety of holiday books, Local History, Christian Fiction, Reese Witherspoon Book Club, and Read with Jenna Book Club

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

- Revised the Document Retention policy
- Created a program tracking document that aligns with the new State Program reporting requirements
- Distributed and collected 2022 Board Member Agreements and Conflict of Interest Disclosure Forms

Respectfully submitted,

Chelsea Williams

**Library:** In **January**, the people count was 2,174 and the total item circulation was 5,331. Program count was 4 and the total program attendance was 83. In the Grab and Go Activities, there were 228 Children's Participants and 70 Adult Participants. The total computer usage was 329 sessions.

There was discussion on including suggestions for making donations to the library in the Grab and Go packets

The Bank of America has not provided satisfactory service or good communication. Chelsea requested that we seek a new credit card provider.

**President's Report:** Bob reported the following:

1. All board members, if they have not already done so, are to submit their signed position description and conflict of interest statements to Chelsea.
2. Bob has requested a meeting with Marisa, to discuss with him and Chelsea, zoning, feasibility of expansion, and procedures for raising salaries.
3. Taxes for 2021—We will continue to use the services of Joseph Martin.

**Fundraising Committee:** Kathi announced that the committee will meet on February 17 to brainstorm fundraising ideas. Gloria reported on research she has made for the Book Sale in May. She contacted David Shefter, who will be opening a venue at Wright's Knitwear Building this June. He recommended that we only have two food trucks for the first time, so Gloria will not be adding a third food truck. He volunteered that he will do a fundraiser for us in the future. Bob commended Gloria on her establishing contact and pointed out it was good to have more community involvement. Gloria also reported that Goodwill is the only source she found willing to accept the many books that remain behind after the book sale. She also reported that U-Haul would rent a trailer for \$39.95 a day and 99 cents a mile.

**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.

**Library Goals and Action Steps:** Bob commented favorably on the new format for the Director's report and also on the involvement of the Fundraising Committee. He pointed out how much education the board would need if were to become involved in a capital fund.

**New Business:**

**Document Retention Policy\*:** The Document Retention Policy was last revised in 2014. Chelsea presented a new policy, which is in a chart format and easier to follow. The revised policy was explained by Chelsea. Motion to approve the document retention as presented. Seconded and passed unanimously

**New Board Members:** Kim Bagenstose commented that she, as an elected official, has to have the approval of the State Ethics Committee when taking on another responsibility. She explained that as a district justice, she is not allowed to sell tickets or solicit money, and her position can't be used to raise funds for an organization. Kim explained to the board what she is allowed or not allowed to do. She will not be able to attend the March meeting, but plans to attend the meeting in April.

**Dates to Remember:**

**February 16, 7 P.M.-** BCPL Board Meeting, Bob will attend the virtual meeting and sign in to the Webinar.

**March 8, 6 P.M.-** HPL Board of Trustees Meeting

**March 31, 7 P.M.-** Berks County Commissioner's Meeting@ HAHS. Chelsea asked one member of the board to attend to express appreciation for their support.

**Adjournment:** The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:16 P.M.

\*Vote Required

**Action Items:**

**Fundraising Committee** to meet on February 17.

**Chelsea** to contact Brian Calderone, HAHS teacher, for volunteers to help with Book Sale.

**Bob and Chelsea** to meet at some time with Marisa, borough manager.

Respectfully submitted,

Christine Roth, Secretary