

**Hamburg Public Library  
Annual Reorganization Meeting  
Board of Trustees Virtual Meeting  
January 11, 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, Susan Leiby, Christine Roth, Kathi Shaffer, Barbara Strunk, Debra Wahl

Absent:

**Also Present:** Director Chelsea Williams

**Call to order:** President Bob Angelo called the meeting to order at 6:00 P.M.

- I. Election of Officers: Bob asked if all the current officers were willing to continue in their office for the coming year. All officers agreed; therefore, Bob asked for a motion to vote on the first four offices as one slate. Motion made and seconded. Motion passed unanimously.
  - a. President- Bob Angelo
  - b. Vice President- Kathi Shaffer
  - c. Treasurer- Sue Leiby
  - d. Secretary- Christine Roth
  
- II. Election of System Board Representative and Alternate: Chelsea explained that the BCPL requires that a system board representative, or an alternate, attends each of the four meetings held during the year. Bob stated that he is willing to continue as board representative. Dorothy volunteered to be the alternate. Motion made to have Bob serve as board representative and Dorothy to serve as alternate. Seconded. Motion passed unanimously.

**Adjournment:** Motion made to adjourn meeting and seconded. Motion passed unanimously. Meeting adjourned at 6:04 P.M.

Respectfully submitted,

Christine Roth, Secretary

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**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

**Call to Order:** President Bob Angelo called the meeting to order at 6:05 P.M.

**Mission Moment:** Chelsea reported that the computer system calculates how much a patron has saved in a year by using the public library; each item checked out has a value assigned. She reported that one patron from Hamburg saved \$55,000 this year by not buying books and by using the public library.

**Consent Agenda\*** This includes the Minutes of the December 14, 2021 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 consent agenda. Motion to approve the consent agenda as presented. Seconded and passed unanimously.

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

**Revenue:**

- 6000.01 – Received \$7,000.00 from Hamburg Borough
- 6000.03 – Received \$3,597.00 from Tilden Township
- 6000.07 – Received \$5,000.00 from Hamburg School District
- 9200.01 – Received \$3,111.15 Annual Fund contributions
- 9200.11 – Received \$500.00 Child Grant

**Expenses:** None noteworthy.

Sue reported that the library is late in getting information from the System. No invoice was received for staff salaries/benefits in December so the balance is artificially high. Sue will have the expenses for this month in her report next month.

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

**New Business:** It was mentioned that we should hire an independent bookkeeper in the future, so Sue will continue as Treasurer performing those duties till the end of 2022. This allows plenty of time to advertise, interview, etc. for that position. Sue may stay on as treasurer with a bookkeeper in place, but specific guidelines will need to be in place. The bookkeeper will prepare a monthly report and prepare the checks, and Sue will act as auditor and sign the checks. If she is unavailable to sign the checks, Bob as president and Kathi

as vice-president will be able to sign the checks in Sue's absence. Chelsea reported the other libraries spend about \$5000 a year for a part-time bookkeeper. That way no one person has total responsibilities. Bob mentioned that the Act II survey recommended our having an independent bookkeeper.

**Correspondence:** Chelsea reported that in response to the letter she had sent seeking support from local businesses, the library received \$200 each from the two funeral homes in the area, and received \$1000 from East Penn Manufacturing.

## **Reports:**

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

### **Library Updates and Operations**

- Trained 2 new volunteers
- Submitted the Uniform Requirements and Responsibilities documentation to the library system
- Submitted proof of our Municipal Support to the library system

### **Collections & Materials**

- Our total circulation for 2021 was 60,435 items, compared to 2020-37,315 items and 2019-54,659 item
- We created seasonal children's collections that can be rotated in and out of storage each season to create space.

### **Finance & Fundraising**

- Our first Donor Appreciation event held on December 9.
- Created a Support Us page on our website listing a variety of ways the community can support the library.
- We received a \$500 donation that will be matched by Home Depot to jumpstart our Homeschool Collection.

### **Adult Programming**

- Craft Takeout Activity- Scherenschnitte

### **Youth Programming**

- Preschool/Early Elementary Storytime Experience Kits
  - Topics—Holiday Fun and Traditions; The Night Before Christmas; Dr. Seuss' the Grinch
  - Content Area Learning—social-emotional growth through holiday celebrations; identifying, ordering, and retelling key details in a story
  - Early Learning and Skills—fine motor skills; following directions; identifying letters; practicing vocabulary; exposure to well-known poetry; ordering events; creating a craft
- Children's Grab-and-Go Activity
  - Activity—Holiday Activities
  - Learning and Skills—critical thinking and problem-solving; reading and following written instructions; using creativity to produce art
- Young Adult's Grab-and-Go Activity
  - Activity—Holiday Activities
  - Learning and Skills—critical thinking and problem-solving; reading and following written instructions

## Continuing Education and Meetings

- December 2, Executive Committee Meeting
- December 2, Fundraising Committee Meeting
- December 9, Donor Appreciation Event

Respectfully submitted,

Chelsea Williams

Chelsea commented on the statistics sheets she had prepared for this meeting. She compared the statistics across the last three years, 2019, 2020, and 2021. It is exciting to note that total circulation is up 62% from 2020 and up 10% from pre-pandemic 2019.

She also reported she has upgraded the “Support Us” page on the website to include volunteering, contributing via Amazon Smile, and contacting local municipal leaders who need to hear from their constituents.

Also, she informed the board that although last year we had budgeted for three Reading Museum passes, she recommends changing it to two since all three passes are not getting used. In addition to the two passes for the Reading Public Museum, we will be getting two free passes from the Berks History Center.

**Library:** In **December**, the total item circulation was 5070 with a total attendance of 408 for preschool children’s programs. There were 2 preschool STEM programs and 192 preschool children STEM attendance. The people count was 2306. Computer usage totaled 322 sessions.

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

1. Long range goal of "...deepening the partnership between Hamburg Public Library and the Hamburg Area School District...." As a Board are we still interested in forming an advisory committee of high school students to make recommendations to the Board? Because of age requirements and legal issues, the teenagers can not be a regular part of the board. There were suggestions to ask for some reps from the HAHS student council, or talk to the HAHS librarian about those students who use the library in the high school being part of an advisory committee. Chelsea suggested she could give the HAHS librarian the teen survey she has prepared to have the teens participate; she could also contact the HAHS librarian to find students interested in an advisory board. Another idea was to just have a teen advisory board at the library such as The Village Library and the Muhlenberg libraries do.

2. Bob will be setting up a meeting with Chelsea and Marisa at the Borough Hall to discuss the feasibility of expansion and to find out how we go about increasing salaries for library employees.

3. Presently we have one vacant board position. Any referrals or suggestions of people to talk to would be appreciated. Sue mentioned that Kim Bagenstose has expressed an interest and she will be asked to attend the next board meeting. We need to look at filling the vacancy and to nurture potential members to fill future vacancies. The question was raised if a board member is required to live in the district or could someone be a member who simply works in the district? Chelsea will look into the Library Code to see if members are limited to those who live in the district.

**Fundraising Committee:** Kathi reported that the Book Sale fundraiser scheduled for May has not been finalized due to the Covid pandemic. Gloria reported that she is still making plans for the Book Sale because we do have the Field House reserved, and that a decision would have to be made in April whether or not to advertise that we will hold the book sale. In the meantime, she has plans for two food trucks—one from Candy’s and one from a BBQ place. She is looking for a third food truck. Chelsea also noted that she would have to contact the high school for volunteers to move books.

Kathi asked if there are plans for any additional fundraisers, and Chelsea said that the library is planning an in-house book sale in which people order a specific genre and the staff will fill a bag for them.

We also need to think about Hamburg-er Day. Since we don't make much money selling ice cream, we should examine how we want to participate in Hamburg-er Day.

We also need to plan our annual fund drive and decide what would be the better form—a post card for mass mailing or a letter mailed in an envelope to regular donors.

Chelsea pointed out that although few people attended Donor Appreciation Night, that Jane Markovich liked the new magazine rack and discussed other projects with Chelsea. Consequently, she contributed \$500 for the Homeschool collection and this will be matched by Home Depot.

### **Old Business:**

**Board Recruitment:** Bob emphasized that recruiting members for the board is an ongoing project.

**Board Member Job Description:** Chelsea presented the board member job description which is the fulfillment of one of the goals set up at our retreat in October. Along with the description, there is a checklist of the responsibilities board members are willing to assume. If any members have questions about these forms, contact Bob or Chelsea. Members are asked to complete the forms and return them to the library.

**Library Goals and Action Steps:** Chelsea printed a chart of the goals and action steps discussed at our October retreat and has saved them as a Google account. We can add items to this account or send them to Chelsea to be added. Bob noted that many of the goals set in October have been met.

### **New Business:**

**Conflict of Interest Policy\*:** Chelsea slightly revised the “Conflict of Interest Policy” from last year and added an annual survey to be completed and signed by each board member. These forms were recommended as a Best Practice. The motion was made to approve the revised “Conflict of Interest Policy.” Motion seconded. Motion passed unanimously.

**Meeting with David Doll, Edward Jones representative:** Sue reported that David Doll has volunteered to meet with the board to discuss our investments. Bob noted it would be helpful to learn more about our finances. David has suggested that he would like to meet in person to discuss our investments. Bob will decide when he wants us to meet with David Doll and then Sue will contact him.

**Employee Hours:** Chelsea noted that there is a need to clarify the maximum hours each employee is allowed to work under normal circumstances. It makes it easier to budget and each employee knows what is required of them. According to the budget, these are the hours: 36 hours for Chelsea; 30 hours for both Ashley and Becky; 20 hours for Tabitha, and 8 hours for the substitute. These hours may vary if there is an emergency. The motion was made to approve the staff hours under normal operation but to allow for flexibility in time of an emergency or unforeseen circumstances. Motion was seconded. Motion passed unanimously.

### **Dates to Remember:**

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

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

**Adjournment:** The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:01 P.M.

\*Vote Required

**Action Items:**

**Bob:** to arrange a meeting with borough manager Marisa and Chelsea to discuss feasibility of expansion and set guidelines on how we go about increasing salaries in the future for library employees.

**Chelsea:** to talk to HAHS librarian about finding students interested in participating on an Advisory board and to pass on the teen survey for her to give to students who use the high school library.

**Chelsea:** look into Library Code to see if we are limited to members who live in the district.

**Kathi:** will send email to fundraising committee members to schedule a meeting in February.

**Dorothy:** to give contact information for possible third food truck for Book Sale to Gloria.

**Board Members:** to sign and complete the “Conflict of Interest Policy” and Survey; sign and complete the Board Member Job Description checklist; return forms to library.

**Sue:** to contact David Doll to arrange a meeting with the board in March or April.

Respectfully submitted,

Christine Roth, Secretary