

**Hamburg Public Library
Board of Trustees Meeting
March 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, Barbara Strunk, Debra Wahl

Absent: Kathi Shaffer

Also present: Director Chelsea Williams

Call to Order: President Bob Angelo called the meeting to order at 5:58 P.M.

Mission Moment: Chelsea reported that we have partnered with AARP to have the packets ready for those who need them for their taxes.

Consent Agenda* This includes the Minutes of the February 8, 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 February 8, 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:

9100.13 – Received \$1,400.00 from Friends of Berks Co. Libraries

Expenses:

Nothing of significance

Commentary: Sue reported that the information for the completion of our 990 (our taxes) was delivered to Joe Martin on 2/21/22.

Sue also reported that the 2021 Treasurer's Report has been completed and is included in this meeting's packet.

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, System Administrator, that the System has received the Hamburg Public Library's 2021 Uniform Requirements and Responsibilities which are in compliance with the System requirements.

Also, we received a check for \$2500 from Jane Markovich who specified it is to be used for plans for the addition to the library.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Completed our State Annual Report and submitted it to Becky Wanamaker, District Consultant.

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
- Created a variety of social media posts which highlighted books in our collection and their ties to specific holidays.
- Contacted Teresa McCarthy, HASD High School Librarian, regarding Teen Advisory Board/Focus Group.
 - My email has been shared with students and other faculty that may be interested.
- Designed and began distributing 2021 Year in Review infographic

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

- Attended webinar, Handling Unwanted Customer Behaviors in Your Library.
 - Staff have been trained on the techniques discussed.
- Received a donation of \$2,500 from Jane Markovich designated for the completion of architectural plans for the library addition.
 - This will be matched by Home Depot for a total of \$5,000, which will cover the majority of expenses for this phase of the project

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

- The Library now has two passes for the Berks History Center for check-out
- Adult Programming-
 - Craft Takeout- Yarn Wall Hanging
 - Spice Club-Chinese Five Spice
- Youth Programming
 - Virtual Storytime
 - Topic—Social Skills
 - Content Area Learning—social skills including sharing, waiting patiently, and caring for others
 - Early Learning and Skills—listening to a story; listening comprehension and making meaning; problem-solving; counting items; one-to-one correspondence; identifying colors; identifying ordinal position to fifth; making text-to-self and text-to-world connections; learning new vocabulary
 - Preschool/Early Elementary Storytime Experience Kits
 - Topics—Deserts; Seasons of a Tree; Asking and Answering Who? Questions; Giraffes
 - Content Area Learning—identifying the climate of deserts; identifying deserts as a habitat; classifying living and nonliving things; identifying seasonal changes in deciduous trees; identifying questions and question marks; building listening and expressive language skills by asking and answering questions; identifying community helpers and their jobs; learning facts about giraffes
 - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; reciting and acting out a poem; reciting and acting out a song; creating a craft; furthering reading and learning on the themes introduced
 - Children's Grab-and-Go Activity
 - Activity—Valentine Activities
 - Learning and Skills—using creativity to produce art; reading and following written instructions; critical thinking and problem solving; reading and following a recipe

- Young Adult's Grab-and-Go Activity
 - Activity—DIY Snowflakes and Valentine Activities
 - Learning and Skills— using creativity to produce art; reading and following written instructions

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

- Held a New Board Member Orientation with Debra Wahl
- Attended the Fundraising Committee Meeting on February 17
- Sent a letter to Upper Tulpehocken Township advertising our board vacancy and describing the successes of the last year
- Revised the Reference Policy for board approval

Respectfully submitted,
Chelsea Williams

Library: In **February**, the people count was 2,406 and the total item circulation was 4,896. Program count was 1 and the total program attendance was 13; however, in the Grab and Go Activities, there were 306 Children's Participants and 70 Adult Participants. The total computer usage was 406 sessions.

President's Report: Bob reported the following:

He and Chelsea met with John Leonforte, Building Code Official, and Marisa Lenceski, Borough Manager on March 7, 2022 at 10:00 A.M. They discussed the feasibility of possible expansion of the library to create more space for programs and to allow accessibility to all persons in the Hamburg community. At this point in time, zoning is not an issue and the library is on Borough property. John suggested they obtain 3 proposals from architects to review. He is available to them to answer any questions. He also offered advice on access to the building and other floors. They explained that this is something to be completed over time, possibly a capital campaign, as well as applying for grants, etc. This meeting will be reflected in the Borough Council Meeting minutes on Tuesday, March 8, 2022. Bob will schedule an Executive Committee meeting to discuss proposals to submit to the rest of the Library Board at the next meeting.

Following John's departure, Chelsea and Bob met with Marisa concerning a salary structure for library staff. She advised that we submit a proposal that she will take to the Personnel Committee for review and approval. It should not be a problem since the library covers its staff salaries at 100%. We will look at short term salaries, as well as salaries over time, to be more in touch with today's standards and future changes. This will be another item addressed at a meeting of the Executive Committee.

Fundraising Committee:

Gloria reported on the **Book Sale**, to be held at the Field House Saturday, June 4, 2022.

We will need someone to drive a U-haul truck to transport books on Friday to the field house. The truck will have to be rented for use from Friday to Saturday. We plan to have a 50/50 raffle and to hold a bake sale inside the Field House. Gloria will discuss with the food truck vendors to make sure they have no problem with us selling baked food items

* Will sell canvas book bags at book sale if we have them by this time.

*The book pick-up after the book sale was also discussed. Gloria announced that she has found someone to take away the books at no charge.

Chelsea reported that on **Hamburger Day**, scheduled for Saturday, September 3, 2022. We will sell baked good and bottles of water. We will also sell canvas book bags at Hamburger Day if we have them by this time.. We will use Hamburger Day as an opportunity to have an outreach to the community.

Suggestion for a **Bus Trip**, Saturday, October 15, 2022

Sue reported that we'd have to determine what we'd charge, noting that a fuel surcharge may be needed.

The plan is for a bus trip to *Grounds for Sculpture*, Hamilton, New Jersey

We will need to check with R.J. Bus Company to provide transportation to use the bigger bus with a capacity for 54 people.

Chelsea will complete a survey at the library to check for interest and will set a deadline for responses.

Canvas Bags available to purchase at the library counter; the bags will have library theme items printed on them. Patrons have asked for bags for their books

Chelsea is contacting different printing business such as the one at Rockland Embroidery; Gilardrone in Virginville; Etsy for ideas about what to have printed on the bags. Depending when we have the canvas bags, we would sell them at the Book Sale and Hamburger Day.

Own a Day

Anyone could pick a day, such as Chelsea's birthday, and promote it for a fee. Business may be interested to promote their business or a grandparent may wish to share in a child's celebration. The day could be posted on our social media, on the library receipt, other possibilities. We would have to decide how much to charge for this announcement.

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. We still have one vacancy on the board.

Library Expansion: This was covered in the President's Report.

New Business:

Township Meetings: Bob suggested that we schedule our meetings between May and September. Chelsea has prepared a one-page infographic that we could use in addressing the audience at a township meeting. Chelsea has prepared a letter that explains how the library is funded that can be given to the townships.

Reference Policy*: The Reference Policy was last revised in 2014. Chelsea presented a new policy, which is organized in three sections: Reference Services, Limitations, and Reference Collection. The revised policy was explained by Chelsea. Motion made to approve the reference policy as presented. Seconded and passed unanimously.

Our Town Foundation is promoting a fundraiser on Saturday, April 2. Dorothy suggested we prepare a basket as a donation.

Support for Ukraine: Sue suggested that we post some suggestions as to how are community could show support for Ukraine.

Dates to Remember:

March 17, 10 A.M.; March 23 2 P.M.; March 30, 7 P.M.; or March 31, 7P.M.; BCPL Virtual Trustee Orientation. Both Debbie and Dorothy have signed up for one of the sessions.

March 31, 7 P.M. – Berks County Commissioners Meeting at HAHS. Chelsea, Bob and Sue are planning to attend.

April 12, 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 7:25 P.M.

. *Vote Required

Action Items:

Bob: to schedule an executive board meeting

Fundraising Committee: should have another meeting to list duties and responsibilities for the book sale

Chelsea: to prepare a proposal for “own a day”; one for a business; one for an individual

Will contact Bridge Church about volunteers to help load books

Will ask for volunteers for book sale on our web site

All details of the Book Sale should be documented for future reference

Barbara and **Sue** will each invite a guest to attend a meeting and to consider joining the board

Respectfully submitted,

Christine Roth, Secretary