

## Minutes of August 10, 2021

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

**Board members present:** Bob Angelo, Gloria Hess, Sue Leiby, Christine Roth, Kathi Shaffer.

**Absent:** Joan Adams, Dorothy Brobst, Jeanette Heckman, Barbara Strunk

**Also present:** Director Chelsea Williams

A quorum was met.

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

**Consent Agenda:** The minutes of the June 8, 2021 meeting are included. 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 June:

Under Revenue:

- 6000.08 – Received \$1,000.00 from Upper Bern
- 6000.01 – Received \$7,000.00 from Borough of Hamburg
- 7000.01 – Received \$15,424.58 from System
- 9100.05 Misc. – Most of this \$\$ was from fines due us collected by other libraries
- 9200.01 - Received \$6,636.00 in Annual Fund contributions

Under Expenses:

- 520.01 Received final invoice from Ruppert's Remodeling for roof repairs. Total cost of project was \$6,303.86. We already paid \$2,600.00. Balance due was \$3,703.86. Because the Borough of Hamburg previously agreed to pay one half the cost of the project, our final amount due was \$551.93. The Borough will directly pay him the balance of \$3,151.93 following their 6/28/21 Council meeting.

New Business:

- Received the auditor's report for the library's 2020 financial records. Everything matched to the penny.
  - They still want us to start using a double entry bookkeeping system which the treasurer is not willing to do. The priority is to ensure that all expenses and receipts are fully accounted for and that the balances are accurate – which they are.
- Brought to the attention of Bob & Chelsea the outstanding repairs for the gutters and for the stone walls previously authorized by the Board that we need to address in the next 2 years.
  - Sent them copies of the Estimates. (Due to the intervening time since these estimates were received, we will certainly need to get revised estimates for both projects.)

Sue reported the following activity in July:

Under Revenue:

- 9000.05 - Received \$100.00 grant
- 9100.05 Misc. – Most of this \$\$ was from fines due us collected by other libraries
- 9100.12 – Received \$200.00 from Hamburg Lions Club
- 9200.01 – Received \$4,045.00 in Annual Fund contributions

Under Expenses: There was nothing of consequence,

New Business: Since we have a new quote for the painting project, we should contact Mr. David Eyer, who had offered to pay based on previous estimate, to ask if he still wants to contribute an amount toward this new estimate.

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

**Correspondence:** Berks County Public Library Membership Agreement and Automation Agreement will be discussed later.

## **REPORTS:**

**Director's report:** Chelsea submitted her report for June and July as follows:

### **Library Updates and Operations**

- The library is now open 45 hours a week with a new schedule
  - Monday 10-5, Tuesday 10-8, Wednesday 10-5, Thursday 1-8, Friday 10-5, Saturday 9-4
  - We are now meeting the State requirement for open hours and weekend hours.
- Created a corporate records binder
  - Contains copies of all the library's important documents in one easily accessible location
- Began working on a procedure binder
  - Created new forms and began working on creating procedures for all library tasks
- The Reading Library District is covering her ticket to attend the PALA virtual conference from September 27-29
- Trained 2 new volunteers that are helping with shelving and other library projects. bringing the number of volunteers to three.

### **Buildings & Grounds**

- The bathroom flooring is on backorder and the project will be completed when it becomes available.
- We received a quote from Jeff Slichter, a contractor recommended by the Borough, for \$5000 to scrape and repaint the exterior windows.

### **Collections & Materials**

- We received an LSTA Out of School Time grant through the Office of Commonwealth Library for a Tinkering Kit to be used for programming.
  - This includes 2 Ipads with covers, HP Laptop, a Silhouette Portrait 3, 2 Buddha Boards, Strawbees STEAM School Kit, Paper Circuit Classroom Kit, GoBox Pro LED Lighting, 25 Pack Bristlebot Kit, Origami Circuits Kit, 10 Pack of Edison V2.0 Robots.

## **Finance & Fundraising**

- The Annual Fund Drive is now at \$11,166
- We hosted an In-House Book Sale on July 17th (\$115) and July 31st (\$109)
- The next In-House Book Sale is planned for August 30th through September 3rd.
- The Fundraising Committee has begun soliciting donations from local businesses for a Basket Raffle.

## **Adult Programming**

- We offered four Craft Take Out Programs: Zentangle Bookmarks, Aromatherapy Bead Bracelets, Ribbon Bookmarks, Shrinky-Dink Keychains.
- Buzz: History of Beekeeping, a virtual program, had 12 attendees.
- The Hamburg Library Book Club will start again on September 23rd at 6pm. The book club meets the fourth Thursday of each month.

## **Youth Services Updates/News**

- Summer Learning Program 2021
  - Our 9-week Program got an excellent start and has been running very smoothly.
    - Registration and Participation
      - 87 youth registered at the Library with Miss Becky on Monday, June 7, the first day of the Program. Additional youth have registered since that time at our circulation desk, as well as by picking up a Missions Log at Redner's Market. An internet-based option for registration and participation is also offered.
      - Participants in the Program have an opportunity to complete 12 learning missions throughout the summer. These missions include opportunities for practice with important skills, as well as suggestions for beneficial learning and life experiences to try. These activities are designed to keep youth engaged when school is not in session and thus decrease summer learning loss. Participants receive a prize, as well as a raffle ticket for each mission completed.
    - Programming
      - Each week, a Self-Service Activity is available in our Library's glass porch and at Redner's for preschoolers, school-age children, and teens.
      - In addition, one or two Grab-and-Go Kits are available at our circulation desk each week.
      - We have received wonderful feedback about our activities and kits, and they are claimed very quickly.
  - We are so pleased to have been awarded Honorable Mention in the Pennsylvania Library Association's Best Practices Awards for our Storytime Experience Kits and partnership with Redner's Market. We will receive a certificate and have been asked to participate in PaLA's 2021 conference by providing information about our Storytime Experience Kits and community partnership to conference attendees.

## **Continuing Education and Meetings**

- June 2nd-The Single Most Important Indicator of a Healthy Nonprofit
- June 3rd- Building Connections with Community Assets Webinar
- June 10th-Conducting Policy Audits Through an Equity Lens: Policy Creation Workshop
- June 10th- Fundraising Committee Meeting
- June 11th- New Director's Cohort
- June 14th- Access Pennsylvania: Interlibrary Loan with Share-IT Continuing Education
- June 15th- The Manager's Toolkit for the Employee Lifecycle - Session 2: Performance Management and Offboarding
- June 16th- Buzz: The History of Beekeeping (Virtual Program)
- June 22nd- District Directors Meeting

- June 22nd- “The Best Post-Grant Award Practices” Continuing Education
- June 25th- Meeting with Stephanie Williams, District Consultant
- July 9th- New Director’s Cohort
- July 15th-Accounting for Our Work: Policy Creation Workshop
- July 22nd- Fundraising Committee Meeting
- July 28th- Office of Commonwealth Libraries New Director Orientation

**Library:** In June the total item circulation was 5,604 and total program attendance was 2,130 with a total attendance of 752 for preschool children’s programs. There were 2 preschool STEM programs and 90 preschool children STEM attendance. The people count was 3,123. Computer usage totaled 250 sessions.

In July the total item circulation was 5,919 and total program attendance was 1,730 with a total attendance of 712 for preschool children’s programs. There were 1 preschool STEM program and 72 preschool children STEM attendance. The people count was 2,626. Computer usage totaled 241 sessions.

**President’s Report:**

**Mask-Wearing Policy:** The current policy is that all staff are to wear masks and patrons are encouraged to wear masks. The staff is continuing to observe social distancing on computers usage.

**Adding Employees:**

There was discussion of the need for employees and adding an additional part time employee or several per diem employees to assist with coverage especially on Saturdays and when staff are off. One part-time staff may be added. Per diem employees could also be added. A motion was made to hire a part-time employee and two per diem employees. Seconded and passed unanimously.

**Building Maintenance:** We obtained estimate on window painting from Jeff Slichter. for \$5000. He was recommended by the Borough. A motion was made that we accept the contract for \$5000 . Seconded and passed unanimously.

**Fundraising Committee:** Thank you to the Fundraising Committee members for their enthusiasm and motivation. The drawing for 50-50 tickets will be scheduled for the Board meeting on September 14. All basket raffles items are due by our September 14, 2021 meeting. Committee members will then need to meet, before October 1, to discuss and work on the raffle items and how they will be divided/presented for the raffle. The annual book sale will be held at the Field House on June 4.

**October Meeting:** October's meeting will be replaced with a Zoom meeting retreat presented through the Office of the Commonwealth Libraries Bureau of Library Development. It is scheduled for October 12 from 6:00pm - 8:30 pm. They require at least 80% of the Board but prefers 100%. Chelsea will have a laptop available for any board member who needs one.

**Old Business:**

**Township Meetings:** Bob Angelo attended Upper Tulpehocken Township meeting on July 13, 2021 and met with their Board prior to their meeting at their request. Their agenda became very full and were voting on zoning issues etc. They were appreciative of our efforts and he explained our achievements over the past year. Joan Adams attended the Perry Township meeting and asked them to advertise for someone from Perry Township to replace her on the board at the end of the year.

**Consent Agenda Policy:** Consent Agenda started with this meeting and will include for now the previous minutes and the Library Director's report. The policy states that new items are added as needed and will be

documented in the Board meeting minutes. The reports such as the report from the Financial Committee which will be added to the consent agenda will be documented in future board meetings.

Taste of Hamburg(er) Festival: A sign-up sheet was passed for selling ice cream that day. There was discussion of moving tables and setting up a canopy for the sale. Also, we should have tables set up for people to be seated and enjoy their refreshments. Chelsea has ordered clamshells, napkins, and pre-wrapped forks. Milkshakes will be \$6.00 and one scoop of ice cream is \$3.00 and two scoops are \$5.00.

**New Business:**

**Berks County Public Library Membership Agreement and Automation Agreement** There was some discussion of the Membership Agreement and the Automation Agreement. A motion was made to accept and sign the Membership agreement. Seconded and passed unanimously. A motion was made to accept and sign the Automation Agreement. Seconded and passed unanimously. The president and the secretary signed both documents.

**Dates to Remember:**

**August 18-BCPL Board Meeting -7:00 P.M.**

**August 30- September 3—Library Book Sale**

**September 1—Reading Library District Training- Building an Exceptional Board (Part 1) - 6:30-8:00 P.M.**

**September 4—Taste of Hamburg(er) Festival—10:00 A.M.- 6:00 P.M.**

**September 14—Hamburg Public Library Board of Trustees Meeting - 6:00 P.M**

**October 6-- Reading Library District Training- Building an Exceptional Board (Part 2) - 6:30-8:00 P.M.**

**Adjournment: Motion made to adjourn the meeting at 7:20 P.M. Seconded and passed unanimously.**

**Action Items:**

**Bob- will contact Marisa at Borough re adding new employees**

**Chelsea—Email or Letter to Mr. David Eyer regarding his helping pay for the painting of the windows**

**Board members—continue to sell 50-50 tickets**

Respectfully Submitted,

Christine L. Roth

Recording Secretary