

**Hamburg Public Library
Board of Trustees Meeting
February 13, 2024**

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 via Zoom meeting: Dorothy Brobst, Gloria Hess, Mary Himmelberger, Mark Jensen, Emily Riddle, Sharon Shirk, Debi Wahl

A quorum was present.

Absent: Kathi Shaffer

Also present: Director Chelsea Williams

Call to Order: President Dorothy Brobst called the meeting to order at 6:01 P.M.

Mission Moment: Chelsea reported that she was able to help a person who had never been to the library print out paperwork for a new job via his email. Chelsea was able to help him get that done quickly and efficiently.

Consent Agenda: The Minutes of the January 9, 2024, Board of Trustees Meeting, and The Director's Report were presented. Dorothy asked if anyone wanted to remove an item to discuss, question, or register a vote against. There being none, Dorothy asked for a motion to approve the January 9, 2024, Board of Trustees Meeting Minutes, and The Director's Report. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported that all bills have been paid according to schedule. Gloria also reported that David Doll from Edward Jones said he would be available to answer any questions we may have about our investments at any board meeting.

Respectfully submitted,

Gloria Hess, Treasurer

Correspondence: Chelsea reported no correspondence.

Director's report:

Library Updates and Operations

- Berks County Public Libraries have recently become part of the SPARK consortium and transitioned to the Evergreen integrated library system. Staff dedicated the month of January to training and familiarizing themselves with the new system, which officially launched on February 8th.
- Our 2023 financials were delivered to Hamburg Borough for our annual audit.

Goal I: Increase awareness and use of the library and its resources

- Collaborated with the Life Skills Support Teacher from Hamburg Area High School to arrange weekly volunteering opportunities for her students at the library.
- Continued working BCIU's Digital Navigator to introduce him to potential community partners. The Digital Navigator will hold regular office hours at the library on Tuesdays and Thursdays.

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

- Continued working with Laucks Architects on the building expansion.
- The Capital Campaign committee met on January 30th to begin planning. I began working on marketing materials for the campaign.
- Coordinated with AARP volunteers to provide information about free tax services to seniors.

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

- Adult Programming
 - a. Our Spice Club selection for January was Star Anise, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
 - b. The Coffee and Crime book club discussed *He Sees You When You're Sleeping* by Mary Higgins Clark. Their next meeting will be February 26th at 10AM and the book selection is *Ist to Die* by James Patterson.
 - c. The Hamburg Library book club's next meeting will be February 23rd at 10AM and the book selection is *To Catch a Spy* by James Olson.
 - d. The next meeting Crafter Hour will be on March 7th.
 - e. Sit 'n' Stitch, a program that invites to community to craft together, met on January 13th.
- Youth Services Updates
 - a. The following programs offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.
 - In-Person Preschool Storytimes
 - Winter Wonderland
 - Stories and Stations (partnership with the Berks County Intermediate Unit)

- Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner's Market in Hamburg)
 - Slow Down with Yeti
- Builder's Club
 - Strawbees and Mega Lego Blocks
- Teen Grab-and-Go Kit
 - Teen Book Drop

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

- Attended a webinar on the PA Broadband Development Authority (PBDA) Multi-Purpose Community Facilities Program.
- Attended a training through Senator Fetterman's office on Congressional Directed Spending.
- Continuing researching additional government and private funding for the library addition.
- Prepared a Gift Policy and Naming Policy for board approval.

Respectfully submitted,

Chelsea Williams

In further business, Chelsea also reported that a large grant from money given during COVID-19 is available. This grant is to help people gain better access to technology. The minimum is \$250,000. Chelsea will be applying for the grant.

President's report: Dorothy reported that Hamburg Sweet Treats' fundraiser for the library received attention from Channel 69 News. A reporter was sent to do a story on the small business, and it was a pleasure to see that the library was involved in the PR this great local business received.

Old Business:

Capital Campaign Committee:

Chelsea reported that the committee chose the name "Our Next Chapter" for the Capital Campaign.

Chelsea reported that some of the additional fundraising ideas discussed at the first meeting included naming nights for large contributors who donate to the library expansion through the Capital Campaign. Other ideas discussed included contacting a local business person to co-chair the committee.

Township Meetings:

Chelsea prepared a “Year in Review” pamphlet for all the different events, activities, and outreaches the library supports during the year. This pamphlet will be presented at the township meetings. Chelsea also suggested attending township meetings more often as part of an outreach to show where the money that is donated goes in helping with all the free programs, and events, as well as reading material checked out during the year.

Chelsea has a presentation for the end of this month on February 27 at 6 PM at Hamburg Borough for their Public Relations Committee meeting. Chelsea asked if any trustees would be available to attend with her.

Strategic Plan:

Chelsea reminded the trustees that we are to create a new Strategic Plan and survey for the community.

New Business:

Fundraising:

Chelsea reported for Kathi. Olivia Shaffer has been working with Penny Hill Farm for an Herb and Vegetable sale. Penny Hill is willing to sell us 4-inch plants wholesale. The library would resell the plants for \$2 each, which is a very good price. Olivia and Penny Hill have discussed ending the fundraiser in mid-April, which would give Penny Hill the time to prepare all the plants that are sold for Spring planting.

Chelsea reported she will send trustees the information about the bulb sale that the library did last year. It was an easy fundraiser and the library received 50% of all sales.

Dorothy reported that she has been in talks with 1787 in Hamburg for a food sale fundraiser at the restaurant.

Gift Policy:

Chelsea prepared a Gift Policy for the capital campaign. Dorothy asked if there was a motion to accept the gift policy. A motion was made and seconded. The motion passed unanimously.

Naming Policy:

Chelsea prepared a Naming Policy for the Capital Campaign. The policy helps to clear up any questions and concerns that may arise with those donations. Dorothy asked if there was a motion to accept the naming policy. A motion was made and seconded. The motion passed unanimously.

Dates to Remember:

February 21, 7 PM, BCPL Board Meeting

February 27, 6 PM, Library Presentation to Hamburg Borough

March 12, 6 PM, Trustee Board Meeting

Adjournment: The motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:30 PM.

Respectfully submitted,

Debi Wahl, Recording Secretary