

## Minutes of May 11, 2021

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

**Board members present via Zoom:** Joan Adams, Bob Angelo, Jeanette Heckman, Sue Leiby, Christine Roth, Kathi Shaffer.

**Absent:** Gloria Hess, Barbara Strunk

**Also present:** Director Chelsea Williams, District Consultant Stephanie Williams, Dorothy Brobst

A quorum was met.

**Call to order:** Meeting called to order by Bob Angelo at 6:00 P.M.

**Approval of Minutes:** The minutes of the April meeting were reviewed. Bob Angelo asked for approval of the minutes. Motion made to approve the minutes; seconded and passed unanimously.

**Public Comment:** Chelsea introduced District Consultant Stephanie Williams who explained the guidelines for distribution of state aid by public library systems. The responsibility of the system board of directors is to maximize the use of State Aid to the benefit of all residents served by the system member libraries. This responsibility extends to System Membership Agreements as well. There are basic standards for quality aid for independent libraries, not part of a system; and there are incentive for excellence aid standards followed by our System.

Stephanie also explained the waiver process. The State can only offer waivers when legislative language is placed in the budget; therefore, we won't know until June if waivers will be granted for libraries not meeting the state standards. We will still need to meet the County standards regardless of whether or not the State grants waivers.

Stephanie also suggested developing a "short list" of community members to approach about board service.

**Financial Report:** Sue reported the following activity in April:

Under Revenue:

- o 9000.00 Income from Restricted funds = \$1611.03
- o 9300.00 is a newly created category – Grants
- o 9300.01 Received \$100.00 Grant (Cybergrants – Cafa)

Under Expenses:

- o 510.02 – Paid Corey's Flooring \$2300.00 final payment for carpeting
- o 800.05 is a newly created line item for Access Pa. which will be an annually recurring expenditure of \$295.00

Motion made to approve the financial report as presented; seconded and passed unanimously.

The treasurer's report will be filed subject to audit.

**Correspondence:** There was none this month.

## **Library:**

**Director's report:** Chelsea submitted her report for April as follows:

### **Library Updates**

- Oversaw the new carpeting project, including packing up materials, moving bookshelves, cleaning, and preparing the library for reopening.
- The Library was closed 4/12-4/17 for the carpet project. Staff provided curbside services during the closure.
- Created a board member orientation binder

### **Collections & Materials**

- Continued weeding the adult fiction and young adult nonfiction

### **Finance**

- The local Walmart gave a \$500 grant toward the Storytime Experience Kits prepared by Becky
- Received Small Games of Chance License
- Revised the Annual Drive letter
- Pulled together Annual Drive mailing list based on past donations

### **Outreach/Marketing**

- Put together a display in the library asking for participation in the Community Survey and have received 150 responses; the results of the survey will be compiled for the June meeting.
- Created posters advertising our new DVDs to increase visibility for patrons
- Ashley continued to produce content for Instagram and worked on increasing our follower count

### **Youth Services**

#### **Programming**

- Virtual Storytime
  - Topic—Birds in Our Neighborhood (This virtual program, as well as the coordinating grab-and-go kit, was part of Longwood Gardens' 2021 Community Read.)
  - Content Area Learning—biology concepts including learning about the six basic animal groups and characteristics of each; learning about and comparing/contrasting a variety of local birds; being introduced to the hobby of bird watching
  - Early Learning and Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary
- Preschool/Early Elementary Storytime Experience Kits
  - Topics—My Home and Family; Birds in Our Neighborhood; Animal Magnet Craft; Mother's Day
  - Content Area Learning—biology concepts including learning about the six basic animal groups and characteristics of each; learning about and comparing/contrasting a variety of local birds; being introduced to the hobby of bird watching
  - Early Learning and Skills—appreciation for one's unique family and home; fine motor skills; visual discrimination; listening skills; following directions; understanding and using positional words; learning color names; practicing vocabulary; singing a song; creating a craft; caring for others; furthering reading and learning on the themes introduced
- Children's Grab-and-Go Activity

- Activity—new edition of our “Hamburg Public Library: Woodland Animals” origami bookmark series
- Learning and Skills—reading and following written instructions; fine motor skills
- Young Adult’s Grab-and-Go Activity
  - Activity—new edition of our logic puzzles series
  - Learning and Skills—reading comprehension; logical and deductive reasoning; reading and following written instructions
- Youth Services Updates/News
  - Summer Learning Program 2021
    - The program will run from Monday, June 7 to Saturday, August 7.
    - Local students will receive a flyer about the program.

### **Continuing Education and Meetings**

- 4/6- Meeting with Amy Resh, System Administrator, regarding 2023 funding formula
- 4/9 - New Director’s Cohort Meeting
- 4/27 - District Directors Meeting
- 4/27 - Disaster Planning Training (Continuing Education)

### **Building Maintenance:**

Carpeting- Corey’s Flooring finished both the children’s room and adult stacks. Our main phone line was damaged in the process but the BCPL System technology coordinator was able to repair it at no cost to us.

Bathroom- Corey’s Flooring ordered the vinyl for the bathroom which will cost \$820.00. It’s on backorder and when it comes in we will schedule a day for the project. This will not affect normal library operations.

Window painting—DZ Miller completed the first coat of paint on the four back windows on April 20. He said he would be back on Friday April 24 to paint more but has not done so. Bob reported that he spoke to DZ Miller Contractor very directly. Bob asked to have this completed by end of May. The painter said he cannot guarantee due to weather. He felt we were pressuring him even though we made a down payment and want the work completed. He states he donated the paint but that is not part of the contract. He doesn’t understand our hurry, and he feels he has been up front with us. He did receive the e-mail that if he cannot complete the work that we would like our down payment back and we would look for another contractor

Roof Repair- Chelsea received a call at the beginning of the month from David Ruppert of Ruppert’s Remodeling saying he would be starting the project in the next couple weeks. He plans to work on a Friday to minimize any safety concerns. Bob reported that he also spoke to Ruppert Remodeling concerning the roof. They ordered supplies which have been delayed due to Pandemic. As of today, they project the work to be completed on a Friday in three to four weeks.

Werley’s serviced the boiler on 4/23.

Library: In April the total item circulation was 3,840 and total program attendance was 1070 with a total of 9 preschool children’s programs. There were 3 preschool STEM programs and 826 preschool children STEM attendance. The people count was 1,978. Computer usage totaled 282 sessions. There were 155 PC sessions and 127 for the wireless count.

**Berks County Public Libraries:** Chelsea reported that the BCPL board is still discussing what statistics will be used for the funding formula. She has advocated using the 2021 statistics for future calculations.

## **President's Report:**

Bob reported that he and Sue completed forms at Wells Fargo for checking account and Bob submitted copies to Sue for her records.

He has not yet heard back from Boy Scouts about project to redo tables.

He is continuing to research memorial board.

He has called Our Town and they do not have a community calendar at this time. Since the Pandemic it was stopped because nothing could be scheduled. As of now, any notices they receive will be in their newsletter. Bob has a call into Jaycees to inquire about any activities for the summer so we possibly could arrange a book sale.

Bob expressed thanks to all board members who responded for Chelsea's 6-month performance evaluation which he will share with her on Thursday. Also, he thanked the board members who helped with preparing the library for the installation of the new carpeting.

Bob presented information on using a Consent agenda which he asked all board members to read before the next meeting. This will make our meetings more efficient and time saving. This is a meeting practice which packages routine committee reports, board meeting minutes and other non-controversial items not requiring discussion or independent action as one agenda item. We would group reports together and approve as one. Please review and the board will be asked to vote at June's meeting.

**Committees:** Bob recommended setting up several committees to increase the efficiency of the board. Fundraising, By-laws, HR and hiring, Building Maintenance are possibilities. He would like to start with Fundraising. Chelsea pointed out that a fundraising committee could work out the details of fundraising project and then report back to the board at a regular meeting.

Bob suggested beautifying outside the library with flowers or shrubbery. He asked for suggestions of any local Hamburg Group to assist with project and noted that we also need a new sign in the front of the library.

Bob has met with the Borough Manager, Marisa Lenceski, to determine the library's role and the Borough's role. He reported it was a very enlightening meeting. Marisa has also offered that we can call over to ask John will help with contracts. They already have a list of approved contractors. Also, if we need assistance with our outstanding contractors, we can contact the borough for assistance.

## **Old Business:**

**Township Meetings:** Bob sent an email requesting to attend Upper Tulpehocken Board of Supervisor Meeting on July 13 and they have included him on their agenda for that evening. Chris will be attending the Upper Bern Township meeting tomorrow evening. Joan will find out if she will be able to attend the Perry Township meeting on July 13. Jeanette will be going to both the Windsor Township meeting and the Hamburg Borough meeting. Kathi reported that her presentation at the Tilden Township meeting was well-received and that an individual approached Kathi afterwards to compliment Becky's children's program.

**Collection Management Policy:** Chelsea presented the updated policy. She had made some revisions in the introduction. Motion made to approve the revised Collection Management Policy; seconded and passed unanimously.

**Annual Fund Drive:** Chelsea presented the revised annual fund drive letter. Motion made to approve the revised annual fund drive letter; seconded and passed unanimously. When the letters and labels have been printed, the board will meet to attach mailing labels to the envelopes and stuff the envelopes.

## **New Business:**

**Introduction of new board member:** Bob introduced Dorothy Brobst, who will fill the position left vacant by Michael Stasulli. Dorothy, a Hamburg resident, has a degree in library science and sixteen-years' experience as a librarian. Motion made to approve Dorothy Brobst as a board member; seconded and passed unanimously.

**Fundraising Ideas:** Sue suggested that we take advantage of the newly acquired game of chance license and proposed a 50-50 raffle be held. We could sell tickets at the library; Jeanette also suggested board members sell tickets to the public. We already have a roll of tickets in the library that could be used for the drawing. Also, there was some discussion about participating in Hamburg-er Day and selling ice cream and milk shakes as we had done in 2019.

## **Dates to remember:**

**May 19, 2021 – BCPL Board Meeting—7 P.M. Bob will attend.**

**June 8, 2021 – Board of Trustees Meeting--6 P.M. This meeting will be held in the library following protocol of wearing masks.**

**Adjournment:** The motion to adjourn was made and seconded. Motion passed unanimously. The meeting was adjourned at 6:53 P.M.

Respectfully submitted,

Christine L. Roth, Recording Secretary

## **Action Items:**

**Chelsea: will send email asking for volunteers to serve on fundraising committee; will work on some promotions for selling 50-50 tickets**

**All members: are to read the consent agenda document that Bob has emailed to them and be prepared to vote on whether or not to approve a consent agenda at the June meeting**