

**Hamburg Public Library
Board of Trustees Meeting
October 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, Sue Leiby, Christine Roth, Kathi Shaffer, Sharon Shirk, Barbara Strunk, Debra Wahl

A quorum was present.

Absent: None

Also present: Director Chelsea Williams and an observer, Emily Riddle

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

Mission Moment: Chelsea reported that there are many aspects in which we help the community. There was a resident being evicted and the library was able to help him find available services.

Consent Agenda* This includes the Minutes of the September 13, 2022 Board of Trustees Meeting, the Library Director's Report, and the Fundraising Committee 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 September 13, 2022 Board of Trustees Meeting Minutes, the Library Director's Report, and the Fundraising Committee Report. Motion to approve the consent agenda. Seconded and passed unanimously.

Financial Report: Due to Sue's having been on vacation, September's financial report will not be discussed at this meeting. Sue will report on September and October's finances at the November meeting

Correspondence: Chelsea reported that we received a letter from the Berks County Commissioners which will be discussed later in the meeting.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Nicole Edgar began her Library Assistant training on September 19.
- Attended the District and System director's meeting on September 27.
- Becky attended the District and System Youth Services meeting on September 27.
- Met with System Administrator, Amy Resh, about our successes and goals for the future.
- Completed the 2022-2023 Plan for the Use of State Aid

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

- We are a community partner with National Voter Registration Day. We provided information about voter registration, deadlines, and the voting process. National Voter Registration Day was September 20th.

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

- Our circulation continues to be up from 2021 and from 2019.
- We will be partnering with Hamburg Borough to loan bikes to residents when the pool is closed.
- Jeff Slichter completed the window painting project.
- Met with Laucks Architects to discuss the interior layout of the library expansion.
- BCPL upgraded our patron computer's with "new to us" computers. Our computers were from 2006 and not able to be upgraded. The new computers are from 2014 and can be upgraded to Windows 10. We will need to look at replacing these in the future.

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

- Adult Programming
 - September Take Home Activities
 - Spice Club-Za'atar
 - Craft Take Out-Bleeding Tissue Paper Postcards
 - The Coffee and Crime book club discussed *The Body in the Library* by Agatha Christie. Their next meeting will be October 24th at 10AM and the book selection is *These Toxic Things* by Rachel Howzell Hall.
 - The Hamburg Library Book Club discussed *The Lempopo Academy of Private Detectives* by Alexander McCall Smith. Their next meeting will be October 25th at 5PM and the book selection is *Pocono Ghosts* by David Seibold and Charles Adams.
- Youth Programming
 - Preschool/Early Elementary Storytime Experience Kit
 - Topic—Foxes
 - Content Area Learning—identifying foxes and some of their characteristics
 - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; understanding that letters can come together to make words; counting items in a set and writing a number to match; furthering reading and learning on the themes introduced; creating a craft
 - Youth Services Updates/News
 - September served as clerical and planning time, in order to wrap up the Summer Learning Program and to begin preparing curriculum and activities for the coming months.

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

- Attended "Where to Find Potential Donors to Support Your Cause" training with Chad Berger.
- Drafted a Display Policy for board approval.

Respectfully submitted,

Chelsea Williams

Chelsea also reported that she met with Amy Resh, the system administrator, who was complimentary about the programs being offered and the increase in attendance and circulation.

The library has been given patron computers from 2014 which will be able to be upgraded to Windows 10. The original computers were from 2006 and were not able to be upgraded. We now have to consider a long-term expense of setting funds aside for computers to be upgraded in the future.

A Family Game Night will begin on October 20. Family Game Night will be offered the third Thursday of the month.

The bookkeeper is interested in taking the job and he is scheduled to start December 1. Chelsea has purchased QuickBooks online so we will be ready to start. Sue suggested that because paper statements arrive late from the bank, that it will be better in the future to opt for digital statements so that the bookkeeper will receive them sooner. The bookkeeper is considered an independent contractor; therefore, the borough council does not need to vote on his appointment.

A smoke detector the second floor went off today and is now off-line. It will need to be replaced. Service has been scheduled for next week.

Library: In **September**, the people count was 2702 and the total item circulation was 5424. Program count was 2, and the total program attendance was 6; in the Grab and Go Activities, there were 50 Children's Participants and 80 Adult Participants. The total computer usage was 557 sessions.

President's Report:

Bob expressed thanks to the board members who responded with input for his performance review of Chelsea.

He also mentioned that Becky Wanamaker sent an email appreciating the meeting she attended last month.

Fundraising Committee Report:

Kathi reported the following:

Fundraising Committee Report September 29, 2022

2023 Book Sale

--Preview night before our Spring book sale at the Field House. The preview night would be Friday, May 5, 2023 with the book sale the next day, Saturday, May 6, 2023. Patrons would pay a fee to preview and buy the books the night before the book sale.

--sell tickets to preview and buy the books--\$10.00

--have vendors, 1787 and Copperz selling beer during the preview night; Lucky Leprechaun could also be included

--the \$10.00 ticket would include 1 drink from beer or wine vendors

--Preview night hours 5:00 PM to 8:00 PM if **no** vendors

--Preview night hours 5:00 PM to 9:00 PM **with** vendors

--Friday, May 5:

--Mr. Calderone's students will help load the books for the book sale to be transported to the field house

--Book sale, Saturday, May 6, 2023: hours 8:00 AM to 2:00 PM

--Vendors for the book sale:

--Dave Shefter with his food truck

--Possibly Rita's?

--Bake sale

Mini book sale in November:

--Monday, November 7 through Saturday, November 12

--board members would volunteer to help set up books Sunday, November 6

--books would be set up in the lobby

--the books offered would be children's books, fiction, and possibly sorted by authors

--Fundraising idea:

--Online purchase of flowers; this would be through a link on the library website

--fundraiser would be in the spring

--link for the flower fundraiser: <https://www.flowerpowerfundraising.com/>

Old Business:

Fundraising Training: Chelsea, Chris, and Sharon attended the System webinar, "Where to Find Potential Donors to Support Your Cause," on Oct 6. Chelsea reported that we should think who in the community could be potential donors. She distributed worksheets on "How to Grow an Army of the Engaged" and encouraged board members to think more about potential donors.

Sharon commented on the fact that we are already following one of the recommendations to sell something fun and different with our selling the special "My Weekend Is Booked" Tote bags. Chris mentioned that the presenter asked us to consider donors that would contribute more, if asked, and that it is important that we send thank you notes and keep donors informed about what the library has to offer.

Bob suggested getting the community involved by having an Angel Tree in the lobby, and Chelsea will contact *Fostering Hope* to partner with us.

Chelsea also mentioned that we still have Red Robin gift cards for sale.

Township Meetings: Kathi and Sharon went to Tilden Township meeting and were well-received. Bob will be attending the Windsor Township meeting. Chris will attend the Upper Bern township on Nov. 10,

New Business:

Plan for the Use of State Aid: Chelsea presented the library's application and plan for the use of state aid. State funds will be used to employ professional staff to deliver services and programs to the community. A motion was made to approve the 2022-2023 application and plan for the use of state aid to be submitted to the Office of Commonwealth Libraries. We received \$53,006 in 2022 and are applying to receive \$62,142 in 2023. Motion made to accept the plan as written. Seconded and passed unanimously.

Berks County Fine Free Proposal: Chelsea presented the County Commissioners' Proposal to Eliminate Overdue Fines for Standard Library Materials. The Commissioners are aware that overdue fines have become a barrier to service for patrons across Berks County. They recommend that the Berks County Library System

Member Libraries adopt a fine-free system. A motion was made to accept the County's proposal to pay a one-time reimbursement for overdue fines of \$2,539.45 arising during the period 2015-2022 and agree to not charge fines for overdue standard library materials beginning on January 1, 2023 with the exception of "Special Materials and Library of Things" as noted in the Berks County Library System Borrowing Policy. Motion made to accept this as stated. Motion seconded and passed unanimously.

Display Policy: Chelsea presented a new policy, the Display Policy, with guidelines for the display space for relevant community information. A motion was made to accept the Hamburg Public Library Display Policy as written. Seconded and passed unanimously.

2023 Goals: Bob reviewed the goals we had set for 2022 which have been met. Chelsea will send an email to the board in which she has compiled the demographic for the Hamburg Area. For 2023, Chelsea suggested we increase our municipal funding. She pointed out that this could be accomplished by municipalities using the funds from the American Rescue Fund. The library, unlike some others, remained open all through 2021 and therefore this increased our county funding for 2023. We will need increased funding after 2023.

Other:

The architect is coming to the November meeting. He will discuss the changes that Chelsea and Dorothy suggested. He is keeping the stairway, and the rotunda will remain the same. The outdoor space was removed to allow for more interior space. Bob suggested we invite the mayor and Chelsea suggested we invite the Borough Manager to the November meeting.

Dates to Remember:

October 29- Library Closed

November 7- 12 – Mini Book Sale at Library

November 8, 6 P.M. – HPL Board of Trustees Meeting

November 16, 6 P.M.- BCPL Board of Trustees meeting - Bob will attend

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:08 P.M.

*Vote Required

Action Items:

Board members: to volunteer to help on Nov. 6 to set-up for mini-book sale

Chelsea to write proposal for how municipalities could help us with ARC funds

Will send sign-up sheet for volunteers to help with set-up for mini-book sale

Will invite the mayor and the borough manager to the November meeting

Respectfully submitted,

Christine Roth, Secretary