

**Hamburg Public Library
Board of Trustees Meeting
September 13, 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 (arrived at 6:08), Debra Wahl

A quorum was present.

Absent: None

Also present: Director Chelsea Williams and district consultant Becky Wanamaker

Call to Order: President Bob Angelo called the meeting to order at 6:02 P.M.

Mission Moment: Chelsea announced that we will be working with Hamburg Borough to lend bikes to those in the borough who want to ride the trails near the community park. The library will hold the driver's license of the person borrowing a bike until the bike is returned.

Consent Agenda* This includes the Minutes of the August 9, 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 August 9, 2022 Board of Trustees Meeting Minutes and the Library Director's Report. Motion to approve the consent agenda. Seconded and passed unanimously.

Public Comment: None

Financial Report: Sue reported the following for the past month:

Revenue:

- 9100.14 Deposit of \$66,523.31 of Wells Fargo monies to new Fulton acct.
- 9100.17 Received \$500.00 from Hamburg Rotary Club
- 9100.18 Received \$100.00 from Lions Club International
- 9200.01 Received \$2,660.00 in Annual Fund contributions

Expenses:

- 400.04 Reflects \$222.30 software purchase
- 520.03 Reflects \$2,987.00 for architect's invoice
- 700.01 Reflects \$355.00 conference charges
- 800.15 Reflects \$240.00 withdrawn for cash to make change at Hamburg-er Fest.

Related Information:

- Contacted Edward Jones on 8/8/22 to stop deposits to our Wells Fargo checking acct. and initiate deposits to our Fulton Checking acct. This is working accurately.
- On 8/16, closed the library's accounts at Wells Fargo Bank. Received a check payable to the Hamburg Public Library in the amount of \$11,645.31 from our Money Market acct. and a check payable to the

Hamburg Public Library in the amount of \$54,878.00 from our checking acct. Those monies (\$66,523.31) were deposited to our Fulton Checking acct. that same day.

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 there was publicity promoting the library in local newspapers. One was an article, written by Sue, in the *Patriot Item* describing how the First Reformed Church partnered with us to host summer events. The other was a photograph in *lvnews* of Library Director Chelsea Williams at our outreach table at the Hamburg-er Festival.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Nicole Edgar was hired to fill the open Library Assistant position. Her first day will be September 19.
- Attended "Make it Memorable: Effective Communication between Library Leadership and Staff" training
- Our 2021 audit was submitted to the Reading Library District and Berks County Public Libraries system as required.

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

- We had a library outreach table at the Taste of Hamburg(er) Festival and provided information about the library, programs, and services. Three people signed up for library cards.
- We are a community partner with National Voter Registration Day. We will provide information about voter registration, deadlines, and the voting process. National Voter Registration Day is September 20th.

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

- Our circulation is up 8% from 2021 and 41% from 2019.
- We will be partnering with Hamburg Borough to loan bikes to residents when the pool is closed.
- Jeff Slichter began work on scraping, sealing, and painting the exterior window frames of the library.

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

- Adult Programming
 - July Take Home Activities
 - Spice Club-Herbes de Provence
 - Craft Take Out-Zen Gardens
 - The Coffee and Crime book club discussed *The Bishop's Wife* by Mette Ivie Harrison. Their next meeting will be September 26 at 10 A.M. and the book selection is *The Body in the Library* by Agatha Christie.
 - The Hamburg Library Book Club will begin meeting again after their summer break on September 22 at 5 P.M. They will be discussing *The Lempopo Academy of Private Detectives* by Alexander McCall Smith.
 - We hosted an educational program with a local beekeeper. At the program, patrons could see live bees in a contained box. They also learned about the bee life cycle, challenges facing bees, and beekeeping practices. Children were able to take part in bee-themed activities. 49 people attended.
- Youth Programming
 - Summer Learning Program 2022
 - We are thrilled with the learning, fun, and outcomes achieved throughout our 8-week Program. It was a busy and exciting summer at our Library!
 - We had 269 youth (ages 0 to 18) enrolled in our Program this year.

- We received a great deal of encouraging feedback from participants and their families. In our end-of-program survey, 98% of responses were very positive (with answers of strongly agree or agree). No strongly disagree responses were received.
 - Our summer programming had a wide reach, with 48 youth services programs being offered to the community's youth in June and July.
 - Of the 48 programs offered, 12 were in-person events.
 - Total attendance/participation for all summer programs was 2,812.
 - Our youth department's long-standing partnership with the First Reformed UCC Church in Hamburg was featured in an article in the Reading Eagle on July 27, 2022. We look forward to continuing to work together to provide quality experiences for our community's youth.
- Summer Learning Program 2023
 - Our theme next year focuses on kindness, friendship, and unity and is called "All Together Now."
- Looking Ahead to September 2022 and Beyond
 - We are planning to offer both in-person Storytimes, as well as grab-and-go kits during the coming months.
 - Our programming going forward will consist mostly of in-person Storytimes as long as current Covid-19 data suggests that we can offer it safely, considering our limited space and staff.
 - Our grab-and-go kits have become so well-loved that we plan to continue offering them. However, due to adding in-person Storytimes to our planning and schedule again, our number of grab-and-go offerings will be fewer than in the past when only distance activities were offered.

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

- Attended "What's Changing in Fundraising and How to Adapt" training with Chad Berger.
- Received a "Bounce Back to Storytime" grant from the Office of Commonwealth Libraries , which includes 3 Social-Emotional Learning Kits and toddler Storytime supplies.
- Conducted an interview with a potential bookkeeper with Sue Leiby and Bob Angelo.

Respectfully submitted,

Chelsea Williams

Library: In **August**, the people count was 3409, and the total item circulation was 6447. Program count was 2, and the total program attendance was 52; in the Grab and Go Activities, there were 48 Children's Participants and 80 Adult Participants. The total computer usage was 714 sessions.

President's Report:

Bob reported the following at the Board meeting:

1. Thanks to all Board members, library staff and volunteers for their assistance with making our Hamburger Day Event a success. We all worked together from the planning, to the baking, set up and tear down. He is privileged to work with such an awesome group.
2. Sue, Chelsea and Bob interviewed an applicant for the Bookkeeper position. We hope to vote on it tonight and possibly make an offer.

Old Business:

Township Meetings: Bob will attend the Windsor Township meeting; Kathi and Sharon will be attending the Tilden meeting tomorrow; Debi attended Perry last week; Chris will attend the Upper Bern Township meeting in November. Bob hopes to attend Upper Tulpehocken in November.

Taste of Hamburger Festival: The bake sale was successful and Chelsea reported that three people signed up for library cards. Although we did not sell ice cream this year, it's good to have community awareness by the library being visible at Hamburg-er Fest.

New Business:

Bookkeeper: Chelsea contacted several other libraries about whether or not they employed a bookkeeper. A bookkeeper, who is employed by Brandywine, Spring Township, and Kutztown libraries, was interviewed and is qualified.

Becky Wanamaker informed the board about the role of the bookkeeper. It would be a role of management and handling financial duties, The role of the treasurer then becomes one of oversight and that all things are being handled and reported properly, and to ensure that all the information is being given to the board. The treasurer's role is to report and analyze and provide information to the board. The bookkeeper doesn't come to the board meeting; the treasurer does.

Sue commented that the role of the treasurer will now be to make sure the bookkeeper is providing all the information needed. She pointed out that before her term ends at the end of the year, she will need to transfer the passwords to the accounts to the new treasurer.

It would be a smoother transition if the bookkeeper would be on board by November since the library needs to use the Quick Books software for this role.

Bob called for a motion to make an offer to Douglas Sherry to start in November with the salary range from \$14 to \$16 an hour, realizing that it may take up to ten hours to get data into Quick Books. This way we would start in the new year with the new program in place. Motion to offer Douglas Sherry the position as described. Seconded and passed unanimously.

Board Officer Positions: Chelsea announced that Sue will need to be replaced as treasurer because her term of office expires this year. Also, Chris, whose term on the board doesn't expire until December 2023, wishes to have a new secretary on board for 2023 to make the transition. Debi Wahl is interested in the position of secretary.

Chelsea noted that we have some interested parties that may wish to serve on the board when positions are open. Becky Wanamaker pointed out that interested parties can serve on committees without having to be board members. They can attend board meetings but cannot vote.

Dates to Remember:

October 6, 7 P.M.- Virtual Training- "Where to Find Potential Donors to Support Your Cause"

October 11, 6 P.M.- Hamburg Public Library Board Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:11 P.M.

*Vote Required

Action Items:

Board members: Attend respective townships to explain library sources of funding.

Chelsea and Becky: will be meeting with architect to make updates to design.

Kathi: Will schedule a meeting of the fundraising committee sometime in October.

Respectfully submitted,

Christine Roth, Secretary