

**Hamburg Public Library
Board of Trustees Meeting
March 8, 2023**

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, Emily Riddle, Christine Roth, Kathi Shaffer, Sharon Shirk, Debi Wahl

A quorum was present.

Absent: Barbara Strunk

Also present: Director Chelsea Williams

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

Mission Moment: Chelsea showed a purchase for the library called a Tonie Box. The box comes with interchangeable figurines. It plays music, tells stories and is equipped with headphones. The library purchased the Tonie Box and 10 figurines with donations to the Homeschool program. Becky and Chelsea will be writing a press release for the community. They are available for check out.

Consent Agenda: The Minutes of the February 14, 2023, Board of Trustees Meeting. 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 February 14, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Fundraising Committee: The fundraising committee met on Thursday, February 23, 2023. The following items were discussed:

Friday, May 5, 2023: We will rent a U-HAUL for Friday, May 5 - Saturday, May 6, 2023.

-Mr. Calderone's students will help load the books from the library for the book sale to be transported to the field house and then help unload the books at the field house.

-There will be a preview night for the book sale. Tickets will be \$5.00 and there will **not** be any wine or beer vendors for this night, as previously discussed.

-Preview night hours: 5:00 - 8:00 PM.

Saturday, May 6, 2023:

-Book Sale at the field house: 8:00 - 2:00 PM.

-Will ask Boyer's or Redner's to donate paper bags to use at the book sale. If neither of these stores will donate bags, Chelsea will check ULINE to purchase bags.

-\$5.00/bag of books

- Books will be returned and stored at Gloria's house until the following Thursday when Opportunity House will pick them up.
- Bake sale will also be held that day with free coffee. There will be a donation jar on the counter.
- All food/drink will be available at the back of the field house, kitchen area. Tables will be set up for people to sit down and enjoy their food/drink.
- Library tote bags will be available to purchase.
- Will check the possibility of having Rita's as a food truck at the book sale?

Fundraising ideas:

- Online purchase of flower bulbs. The library would earn 50% of the profits and Flower Power will earn 50% of the profit.
- Chelsea will post the link for the flower bulbs. People can scan the bar code on the advertisement papers, which will direct purchasers directly to: <http://hamburglibrary.fpfundraising.com>. 50% of all purchases made through that website will come to the library. The flowers also ship directly to the buyer's house. We will be posting it on social media and at the library. They do not need to be local in order to purchase.
- A 5K run supported by Pretzel City.
- Partner with local restaurants, Library Night.
- 10% of the monies would go to the library.
- Possible local restaurants: 1787; Copperz; The Westy, this must be a Tuesday or Wednesday night; Deutsch Eck; and the Hamburg Strand—movie night.

-Deutsch Eck: Fall pie sale. There would be an order form at the library and pick up would be at the library. Sharon called on Friday about this possible fundraiser near Fall, picking three types of pie, and the owner will get back to Sharon with his decision.

In further discussion, Gloria suggested forgoing all the outside food vendors and making food in-house for a better profit margin. The idea was met with great approval across the board. The general consensus was BBQ in crock pots and hot dogs.

Respectfully submitted, Kathi Shaffer

Financial Report: Gloria reported she is now able to view statements through Fulton Bank. The only added expenditure was \$6000 paid for the second phase of the addition. A motion was made to accept the financial report and seconded. The motion passed unanimously.

Correspondence:

Director's Report:

Library Updates and Operations

- Submitted our annual report to the Office of Commonwealth Libraries

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

- We partnered with AARP to provide information about no cost tax preparation for seniors. We provide the intake paperwork necessary for their tax preparation appointment.
- Blind Date with a Book program ran for Valentine's Day. For this program, people could check out a book that is wrapped, so their selection was a surprise.
- Submitted information about upcoming library programming to Hamburg Borough for inclusion in their new community newsletter.

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

- Met with Amy Burkhardt, Hamburg Borough Manager, and Bryce Zohner, Hamburg Borough Building Code Official/Zoning Officer to discuss the library expansion project.
- Our homeschool educational kits are cataloged and ready for circulation.
- Completed inventory of the Young Adult Fiction, Early Reader, and Juvenile Fiction section.

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

- Adult Programming
 1. Our Spice Club selection was Ras el Hanout. This includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks. This selection tied into the celebration of Lunar New Year.
 2. The Coffee and Crime book club discussed *Valentine Murder* by Leslie Meier. The next meeting will be March 27th at 10AM and the book selection is *The Death of Mrs. Westaway* by Ruth Ware.
 3. The Hamburg Library book club met on February 24 and discussed *Signs: the Secret Language of the Universe* by Laura Lynne Jackson. The next meeting will be March 24th at 10AM and the book selection is *Where the Crawdads Sing* by Delia Owens.
 4. Crafter Hour, met on March 2nd. 8 people attended and learned about paper quilling. The next Crafter Hour will be April 6 at 6pm.
- Youth Programming
 - In-Person Preschool Storytime
 - Topic—Dogs
 - Content Area Learning—identifying the needs of animals and thus the responsibilities of pet owners; using positional words and understanding their meanings; identifying similarities and differences among items in a group; acting out action verbs
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; critical thinking skills; gross motor skills; fine motor skills; singing a song; reciting a poem; participating in an organized group learning activity; creating a craft
 - In-Person Preschool Storytime
 - Topic—Slimy Hugs (Slugs and Snails along with Valentine's Day)
 - Content Area Learning—identifying and comparing the basic anatomy of slugs and snails; identifying where slugs and snails belong within the animal kingdom; identifying slugs' and snails' adaptations; identifying other common backyard creatures; building visual memory
 - Early Learning Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; gross motor skills; fine motor skills; singing a song; acting out a song; expression through rhythm and movement; reciting a poem; creating a craft; identifying colors

- In-Person School-Age Outreach Storytime
 - Topic—Being a Bucket Filler
 - Content Area Learning—social emotional learning (building empathy; developing a healthy self-concept; encouraging and caring for others; being kind); retelling a story
 - Learning Basic Skills—listening to a story; listening comprehension and making meaning; making predictions about a story; making text-to-self and text-to-world connections; learning new vocabulary; listening skills; following directions; fine motor skills
- Preschool/Early Elementary Storytime Experience Kit
 - Topic—Four Seasons
 - Content Area Learning—identifying and sorting characteristics of each of the four seasons (including weather and other changes in the natural world, family activities, and appropriate clothing choices)
 - Early Learning and Skills—playing a learning game; cooperating and taking turns; learning new vocabulary; listening skills; following directions; fine motor skills

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

- Attended the Fundraising Committee meeting on February 23rd.
- Set up a Flower Power Fundraising program, selling flowers and bulbs. People are able to purchase whatever they are interested in, and the flowers will ship directly to their house. The library receives 50% of all profits.

Chelsea reported that the state report has been submitted but will probably come back for corrections that show a conflict between the bank account versus what is listed on the financial report. It is a simple correction and when received will be resubmitted.

Chelsea reported that the borough will be doing a quarterly newsletter that goes out to every resident in the community, and the library has received two full pages to allow residents to know what is going on in the library, programs, in the future fundraisers, etc.

Chelsea reported that she and Bob discussed hiring an intern for the summer, a college level student, on a stipend basis.

In other discussion: Chelsea congratulated Chris in submitting information to the supervisors of Upper Bern who approved an \$1S per capita from Upper Bern.

Respectfully submitted,

Chelsea Williams

Library:

President's Report: Bob thanked Kathi for presiding over February's board meeting. Bob also thanked the fundraising committee for their extensive work. Bob explained that he would like to create a subcommittee for the building expansion to help make meetings more productive.

Old Business:

2022 Annual Fund Drive:

Library Expansion: Chelsea and Becky met with Pete to discuss the newest renderings of the interior and the next stage of the library expansion. In order to get the engineer's quotes updated, more detailed renderings had to be done. Pete will also have a quote for phase three, which includes the detailed architectural plans that go out for bid and the other engineers needed for expansion. Chelsea will meet with the borough next week.

Chelsea reported about the meeting held today with the borough council and the preliminary plans were discussed. Chelsea will talk with Amy to see how she feels the situation may go forward.

New Business: Bob and Chelsea suggested tabling the 2022 Long Range Plan Review for next month.

2022 Long Range Plan Review

Goal 1: Increase awareness and use of the library and its resources.

- **Completed:**
 - Partnered with Hamburg Borough and Bike Schuylkill to loan bikes to residents.
 - Created a regularly schedule of displays
 - Met with students at the Hamburg Area High School to discuss future teen programming and volunteer opportunities.
 - Attended Our Town Foundation networking events
 - Hosted a library outreach table at the Taste of Hamburg(er) Festival and provided information about the library, programs, and services.
- **Looking Forward:**
 - Continue to look for local organizations to partner with.
 - Identity community events to attend in different municipalities to better serve our entire service area
 - Create a social media plan to ensure regular engaging posts.

Goal 2: Ensure long term sustainability for the library through continued governance and funding development.

- **Completed:**
 - Developed a new trustee orientation process
 - Instituted new board member agreements and a yearly review process, after doing a board retreat
 - Awarded a Hamburg Area School District Educational Foundation Grant for children's financial literacy materials, a "Bounce Back to Storytime" grant from the Office of Commonwealth Libraries, and "Play and Grow Grant" from the Office of Commonwealth Libraries.
- **Looking Forward:**
 - Advocate to increase municipal support to \$1 per capita or \$2.50 per capita
 - Identity and apply for corporate grants

Goal 3: Be a comfortable place for the community to come together.

- **Completed:**
 - Created a Support Us page on our website listing a variety of ways the community can support the library.
 - Drafted a Community Agreement to take the place of our old Code of Conduct. This agreement shares our philosophy of service and what the community can expect from the library in addition to the behavior expectations for patrons
 - Engaged an architect to move forward planning an accessible library addition.
 - Developed a learning from home collection to better serve our large homeschool population. This includes early literacy materials, curricular materials, STEM kits and other educational activities.
- **Looking Forward:**
 - Work with Hamburg Borough to apply for a Keystone Grant for the library addition project.
 - Explore the potential popularity and need for free circulating Hotspots for wireless internet access.

Goal 4: Foster a love of lifelong learning.

- **Completed:**
 - Created new adult programming, including craft kits, a monthly spice club, and a murder mystery reading club
 - Began doing in person children's programs and outreach story times after a 2 year pause.
 - Created a circulating puzzle collection
 - Began a Library of Things, including tools such a stud finder, a thermal leak detector, and a telescope
- **Looking Forward:**
 - Submit necessary paperwork to achieve PA Forward Bronze Star status by summer 2023.
 - Launch a circulating board game collection.
 - Continue expanding our Library of Things collection and create a marketing plan to create awareness of it as a service

In other business, Gloria suggested looking into ways to invest the library investments to build better interest. Chelsea suggested perhaps at some point it might be good to have a separate building account.

Dates to Remember:

April 11, 6 P.M. – Hamburg Public Library Board meeting.

April 20, 6 P.M. – Planning and Leading Effective Board Meeting training

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:29 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary