

**Hamburg Public Library
Board of Trustees Meeting
August 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, Barbara Strunk, Debi Wahl

A quorum was present.

Absent:

Also present: Director Chelsea Williams, Mike Adams

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

Mission Moment: Chelsea reported that they had game night, and a library staff member's son met another boy at game night, and they have become friends and get together regularly.

Consent Agenda: The Minutes of the June 13, 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 June 13, 2023, Board of Trustees Meeting Minutes. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported that \$12,000 was paid to the architects along with the normal finances for the month. Gloria reported that she met with Edward Jones' representative David Doll on Monday, June 24 to go over the investment portfolio. He had the following suggestions:

- Move \$15,000.00 from money market to bonds
- Move \$20,000.00 from John Deere earnings to bonds
- Move 10,000.00 from Russell 1000 earnings to bonds
- Move \$10,000.00 from Spdr Dow earnings to bonds.

Movement of these amounts are to safeguard the earnings. There are a few accounts with small amounts that would be moved into bonds also. Chelsea suggested doing short-term so that funds are available for the library expansion. A motion was made to approve the financial report and seconded. The motion passed unanimously. A motion was made to accept the recommendations of the financial advisor to move the noted stocks to bonds and seconded. The motion passed unanimously.

Respectfully submitted,

Gloria Hess, Treasurer

Correspondence: Chelsea reported that the annual drive letter was sent. Chelsea thanked all who came and helped stuff envelopes. We have received a healthy response to date.

Director's Report: Bob reported that the Pennsylvania Office of Commonwealth Libraries' State Aid office is now requiring all public libraries to complete a State Aid Library Subsidy Application (SALSA) to verify eligibility for state funding. Bob informed us that the application takes some time to and the due date is September 1 for all Reading District libraries.

Library Updates and Operations

- Tabitha Engel has resigned from her position as regular Library Assistant effective August 18th. She agreed to stay on as a substitute.
- Noelle Miller began as a regular library assistant. She previously served as a substitute.
- I attended the System/District Directors meeting on July 25th.
- We currently have one part-time library assistant position open.
- Submitted proof of our participation in the third quarter System Wide Initiative as required by the BCPL Uniform Requirements and Responsibilities.

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

- Dorothy Brobst and I attended an Our Town Foundation networking event at the Wherehouse, a new event venue in Hamburg.
- Met with a representative from RACC's Literacy Program regarding expanding adult education classes into the Hamburg Area.
- I was invited to a community conversation with Comcast, Wyomissing Foundation, and the Berks County Digital Equity Coalition on August 9.

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

- Continued working with Laucks Architects regarding the building expansion.
- Attended a Keystone Grant for Public Library Facilities training.
- Met with Amy Burkhart, Hamburg Borough Manager, regarding the library expansion and Keystone grant application.
- Worked with the BCPL IT department to order and set up new staff computers.

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

- Added additional board games, Tonieboxes, and Library of Things items, such as birding binoculars, wand scanner, and luggage scale.
- Began circulating passes to the Hands on House Children's Museum of Lancaster and the Reading Science Center.
- Adult Programming
 - a. Our Spice Club selection for June was Dill Weed. July's Spice Club focused on Amchoor Powder. This take home activity includes a sample of the spice, the history of the spice, recipe cards, and a list of available cookbooks.
 - b. The Coffee and Crime book club discussed *The Christie Affair* by Nina de Gramont and *The Plot is Murder* by V.M. Burns. The next meeting will be August 28th at 10AM and the book selection is *Along Came a Spider* by Nina de Gramont.

- c. Crafter Hour met on July 6th and learned about paper marbling. August Crafter Hour attendees made terrariums. The next Crafter Hour will be September 7th at 6pm. Participants will make yarn paintings.
- d. Our Adult Summer Challenge had 16 participants who completed 54 challenges. Challenges included prompts to read out of your comfort zone, support a local business, and check out different library services.
- Youth Programming
 - a. Summer Learning Program 2023
 - Our theme this year focused on kindness, unity, teamwork, acceptance, and understanding and was called “All Together Now.”
 - The program began Monday, June 5 and ended on July 29. We have already seen a record number of registrations and program attendance.
 - Becky Hartman will provide a report on Summer Learning for the September meeting.

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

- I attended a PaLA Forum on updating the Pennsylvania library regulations.
- Attended training on the new state aid application process.
- Prepared the Annual Drive letter for mailing.
- Coordinated a new electrical supply contract after the close of our previous contract.
- Prepared and advertised for the Copperz and Westy Bar and Grill restaurant fundraisers.

In other business, Chelsea reported that the county is working to make sure everyone has internet access, with more information to come.

Respectfully submitted,
Chelsea Williams

Library:

President’s Report: Bob thanked the fundraising committee and Sharon for all the dining fundraisers. Bob reported that St. John’s Church is donating children’s bikes, which we can use for raffles or give to children in need. Bob also reported that a Walk and Tour Program might be something we would like to do in the future. Bob also reminded us that January 2024 the minimum wage will increase so this is something we need to keep in mind for the budget.

Old Business:

Library Expansion: This document includes the status of the Hamburg Public Library addition as of August 4, 2023.

Architectural Planning

- Laucks Architects have completed additional fieldwork and measurements. They are currently working on construction documents.
 - The Phase 3 Proposal approved by the board in June will be revised into smaller projects. The first phase will cover us through the completion of construction drawings. The second phase will cover bidding through construction.
 - This will allow us to include the second phase in the Keystone grant application.
- The contracted structural engineer completed fieldwork on August 2 and is currently preparing their construction documentation.
- The contracted MEP engineer completed fieldwork on July 13 and is currently preparing their construction documentation.
- A meeting is planned with JC Laucks to begin discussion about interior finishings and layout.
- Several library interior designers have been contacted to discuss their process and costs.

PA Keystone Grant for Public Library Facilities

- The grant opened July 31 and closes October 13.
- I attended grant training on July 13.
- This is a matching grant up to \$750,000.
 - This grant is reimbursable. We will need to pay bills and submit invoices for reimbursement. We should discuss a USDA loan or line of credit to alleviate any potential cash flow issues through construction.
- I am working with Pete Laucks to submit our project to the Pennsylvania State Historic Preservation Office for review, a requirement of the grant.
- This grant requires a municipality to sponsor and apply on behalf of the library.
 - Amy Burkhart, Hamburg Borough Manager, and I met regarding this grant on July 27. We will work on the application together.
 - The grant and library will be discussed at the August 8th Hamburg Borough Council Property Committee Meeting.
 - Hamburg Borough Council will need to pass a resolution ensuring the status of the building as a library for 50 years.
- Our project will need to be reviewed by a professional estimator due to the size of our funding request.
 - Laucks Architects is coordinating this.

Capital Campaign and Fundraising

- I have begun working on marketing material for a capital campaign.
- We need to work together to identify potential large donors. We can discuss the possibility of naming rights to our meeting rooms or other aspects of the addition.
- I am working on documents to ask our municipalities for a one-time contribution toward the project.
- I have started identifying foundation grants that fund capital projects.

Board Action Steps – 4

- Discuss bank line of credit or USDA loan
- Identity potential large donors
- Discuss an event to advertise the project
- Develop “elevator speech” to discuss addition with community

After further discussion, a motion was made and seconded for Gloria to check with Fulton into opening a checking account with Fulton for dedicated funds for the library expansion. The motion passed unanimously. Bob also requested board members consider being on the Capital Funds Committee.

New Business:

Hamburger Fest:

Chelsea will again have sign-ups for bake sale donations for sale. The start time will be 9 AM to set up. We will sell water.

Fundraising:

Discussion was made to contact Logan’s for a future dining %. Chelsea will reach out to Logan’s.

Dates to Remember:

- August 16, BCPL Board Meeting
- September 2, 10 AM – 5 PM Taste of Hamburg(er) Festival
- September 2 – 4 Library Closed
- September 12, 6 PM – Board of Trustees Meeting
- August 8, 2023 - 6PM - Hamburg Public Library Board Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 7:15 P.M.

Respectfully submitted,

Debi Wahl,

Recording Secretary