

**Hamburg Public Library
Board of Trustees Meeting
November 8, 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

A quorum was present.

Absent: Debra Wahl

Also present: Director Chelsea Williams, Peter Laucks, president of Laucks Architects, and an observer, Emily Riddle

Call to Order: President Bob Angelo called the meeting to order at 5:58 P.M.

Mission Moment: Chelsea reported that we are partnering with Hamburg Borough to lend bikes to people who may want to explore the area and local trails. There are four bikes in the racks outside the library, and a couple borrowed two this past week to ride local trails.

Consent Agenda* This includes the Minutes of the October 11, 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 October 11, 2022 Board of Trustees Meeting Minutes and the Library Director's Report. Motion to approve the consent agenda. Seconded and passed unanimously.

Financial Report: The financial reports will be presented at the December meeting. The budget will need to be approved at the December meeting

Correspondence: Chelsea reported that we received a letter of resignation from Treasurer Sue Leiby, whose term will end on December 31. We also received a letter from The Advocacy Committee of the Board of Berks County Public Libraries noting that it's important to attend municipal meetings to remind elected officials how important the library is to the community. One suggestion was to use the Library Savings Calculator to show the impact the library has on the community.

Reports:

Director's Report: Chelsea reported the following:

Library Updates and Operations

- Attended the PALA Conference Oct. 18-20
- Completed the 2022-2023 Plan for the Use of State Aid

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

- We partnered with Hamburg Borough to loan bikes to residents when the pool is closed. This will continue through November.
- I sent a letter to the Hamburg Area School District Board showing the successes of the past year and asking for their continued financial support.
- Created Display for National Voter Registration Day and of “spooky books” for Halloween.

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.
- 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
- Created a Charity List on Amazon, which includes a list of items the library is interested in receiving. Patrons can purchase items from this list and they will be shipped directly to the library. This went public on November 5th to celebrate the library’s 118th birthday.

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

- Adult Programming
 - September Take Home Activities
 - Spice Club-Pumpkin Spice
 - Craft Take Out-Recycled Book Owls
 - The Coffee and Crime book club discussed *These Toxic Things* by Rachel Howzell Hall. Their next meeting will be November 28 at 10 A.M. and the book selection is *As the Wicked Watch* by Tamron Hall.
 - The Hamburg Library Book Club discussed *Pocono Ghosts* by David Seibold and Charles Adams. Their next meeting will be November 22 at 5 P.M. and the book selection is *The Thursday Murder Club* by Richard Osman.
- Youth Programming
 - In-Person Preschool Storytime
 - Topic—Let’s Be Friends
 - Content Area Learning—social emotional learning (making friends, identifying characteristics of a good friend); identifying the four basic shapes and their characteristics
 - 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; gross motor skills; fine motor skills; singing a song; creating a craft
 - In-Person Preschool Storytime
 - Topic—I’m Not Afraid
 - Content Area Learning—social emotional learning (regulating feelings; being brave; understanding real vs. make believe); retelling and acting out a story in story order
 - 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; creating a craft; visual discrimination; sorting by like attributes

- In-Person Preschool Storytime
 - Topic—Librarian’s Choice (several loosely connected topics)
 - Content Area Learning—learning and reciting a rhyme; identifying rhyming words; identifying the basic anatomy of a spider; identifying the four basic shapes and their characteristics
 - 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; gross motor skills; fine motor skills; singing a song; creating a craft
- Preschool/Early Elementary Storytime Experience Kit
 - Topic—A Ghostly Feel
 - Content Area Learning—using the sense of touch to learn and make observations; examining texture; using describing words; creating a repeating pattern
 - Early Learning and Skills—fine motor skills; following directions; practicing vocabulary; creating a craft

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

- Drafted a Suspension of Library Privileges Policy and Unattended Children Policy for board approval.
- Began working with Doug Sherry, our new bookkeeper, on getting our QuickBooks account set up and ready for 2023.

Respectfully submitted,

Chelsea Williams

Chelsea reported that she wrote to the Hamburg Area School Board to remind them to contribute to the library. Also, Saturday, November 5, was the 118th birthday of the library and that was a great outreach opportunity to publicize the library. Chelsea has started working with the bookkeeper, Doug Sherry, who is working with QuickBooks so that we are ready to start the new year with a new system.

Library: In October, the people count was 3061 and the total item circulation was 6086. Program count was 6, and the total program attendance was 66; in the Grab and Go Activities, there were 96 Children’s Participants and 70 Adult Participants. The total computer usage was 586 sessions.

President’s Report:

Bob thanked Dorothy and Emily who helped Chelsea and Gloria set up for the mini book sale at the library.

He reminded us that our responsibility as board members is to support and set direction for the library staff. This means setting policy that the staff needs to follow. It is the Library Director’s responsibility to carry out the policy.

Bob plans to attend the Windsor township board meeting in December.

Since we did a mass mailing this year for our annual fund drive, he requested that Chelsea do a breakdown of the contributions to compare to last year when a mass mailing wasn’t done.

New Business:

Board Member Application: Chelsea presented Emily Riddle's application to join the Board. A motion was made to refer Emily's application to Hamburg Borough Council for approval. Seconded and passed unanimously.

2023 Closures: Chelsea presented the calendar of library closures for 2023. Motion made to accept these closures. Motion seconded and passed unanimously.

Community Agreement: Chelsea presented a new policy, the Community Agreement, which will replace the former 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. A motion was made to accept the Community Agreement as written. Seconded and passed unanimously.

Unattended Children Policy: Chelsea presented this policy noting that staff members cannot take responsibility for the care, safety, and behavior of children. Emily suggested changing the caregiver age from 18 to 14, as sometimes babysitters may bring children to the library. Motion was made to accept the Unattended Children Policy with changing the age of the caregiver to 14. Seconded and passed unanimously.

Suspension of Library Services: Chelsea presented this policy which explains the process of suspending library services for violations of the Community Agreement. Bob pointed out that the staff needs to document any reason for someone to be suspended from library services. A motion was made to accept the Suspension of Library Services Policy as written. Seconded and passed unanimously.

Old Business

Library Expansion: Peter Laucks distributed sets of the plans to be reviewed by the board. He also presented some two-dimensional color plans. He noted that there would be a 2500 sq ft footprint with the expansion with the entrance in the entrance into the addition so that a ramp could be included. The Circulation desk will remain in the same location. There will be lots of stack area in first floor. The rotunda and stairs will stay as they are. Upstairs will be the staff area, restrooms, a stair tower, and an open stair in far back to see down from second floor to first. There also will be more stack areas, program rooms, and an elevator. Pete noted that a structural engineer had given a report of some areas that can be enhanced. The turret will be developed as a reading room. These additions mean an additional 5000 square feet of space.

He pointed out that we don't know how deep the stone foundation is in the existing building or if the mortar is still good. He explained that having a crawl space would be good to run ducts, plumbing, and install air handlers.

For the exterior, he suggested that Glen-Gery makes a panelized system of thin veneer that has similar colors to the existing brick. We would stay in same color range to be compatible with existing slate roof.

Pete asked the board if it is ready to take the next step. There is still a lot of time-consuming planning and review to be done. Next step is for Pete to put together a proposal and designs for mechanical, electrical, structural, and zoning and to get together with Hamburg Borough to discuss this. We need to present our plans to Borough Council and get their definition of what is needed. We will need to work

with a civil engineer. We need to get a library consultant on board to discuss furniture and shelving for interior designs. Then Pete would work through numbers and analyze bids. A Construction manager needs to be hired to supervise and be on-site day to day.

Bob suggested that we take time to have the board review the plans before making the decision to go ahead with the proposal. Bob asked the board members to come in to the library and take a closer look at the renderings. If we have any questions, we should give them to Chelsea before the next meeting

Pete suggested we start talking to bigger local industries and businesses. We also need to look at the demographics of our service area.

Dates to Remember:

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

November 24- Library Closed

December 13, 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 7:01 P.M.

*Vote Required

Action Items:

Board members: Examine plans presented by Laucks Architects and pass on any questions to Chelsea

Chelsea: Invite Amy Burkhart to attend December meeting. Prepare breakdown of annual fund contributions made from mass mailings.

Respectfully submitted,

Christine Roth, Secretary