

**Hamburg Public Library
Board of Trustees Meeting
December 12, 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, Sharon Shirk, Debi Wahl

A quorum was present.

Absent: Kathi Shaffer, Barbara Strunk,

Also present: Director Chelsea Williams, Mark Jensen

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

Mission Moment: Chelsea shared a “book tasting” with a mother who is looking to help her child learn to love reading and directed mom to a series of books that Chelsea believes will engage the child in reading.

Consent Agenda: The Minutes of the November 14, 2023, Board of Trustees Meeting, and The Director’s Report were presented. 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 November 14, 2023, Board of Trustees Meeting Minutes, and The Director’s Report. A motion was made to approve the consent agenda and seconded. The motion passed unanimously.

Financial Report: Gloria reported \$3800 was transferred into the building fund to stay above the balance required to abort fees.

Gloria also reported that our investment in Edward Jones is up over \$30,000, which shows a good return for those funds.

Respectfully submitted,

Gloria Hess, Treasurer

In other business, Chelsea asked if we would like the Edward Jones statement monthly or quarterly. Discussion followed that the trustees would like to keep the statement to monthly viewing.

Chelsea reported that our CD’s are now listed on the financial statement for trustees to view.

In other business, Gloria reported that she and Chelsea updated the library’s business VISA credit card, so that all purchases are now rewarded 1 point per dollar.

A motion was made and seconded to approve the financial report. The motion carried unanimously.

Correspondence: Chelsea reported that we received confirmation that our 2024 State Aid Library Subsidy Application was approved by the Office of Commonwealth Libraries and the countersigned amended Berks County Public Library Membership Agreement.

Chelsea also reported that due to miscommunication between the Borough and their insurance company, Hamburg Borough never removed the treasurer's bond from Sue when she retired as trustee and Gloria took on the position. That has been resolved satisfactorily.

Director's Report:

Library Updates and Operations

- Attended the System/District Director's meeting on November 28th.
- Becky attended the System/Director's Youth Services meeting on November 28th.
- Submitted the Plan for the Use of State Aid to the Office of Commonwealth Libraries.

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

- Collaborated with the Life Skills Support Teacher from Hamburg Area High School to arrange for her students to volunteer at the library. Students will be volunteering weekly.
- Created a health literacy display with resources and books about leading a healthy lifestyle. This satisfies our fourth-quarter system-wide initiative.

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

- Continued working with Laucks Architects on the building expansion.
- Managed all components and paperwork for applying for statewide LSA (Local Share Account) grant for the library addition. The LSA grant was submitted on November 30th.

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

- Submitted documentation to receive a PA Forward Bronze Star.
- Adult Programming
 - a. Our Spice Club selection for October was Juniper Berries, featuring a take-home activity with a sample of the spice, its history, recipe cards, and a list of available cookbooks.
 - b. The Coffee and Crime book club discussed *Eight Perfect Murders* by Adrian McKinley on November 27th. The next meeting will be on January 22nd.
 - c. Crafter Hour met on December 7th, where participants made luminaries. The next Crafter Hour will be on January 4th at 6 PM.
 - d. Sit 'n' Stitch, a program that invites the community to craft together, met on December 9th.
- Youth Services Updates

The following programs offered youth experiences in accordance with Pennsylvania Early Learning Standards, Pennsylvania State Academic Standards, and/or the CASEL (Collaborative for Academic, Social, and Emotional Learning) framework.

- October
 - In-Person Preschool Storytimes
 - Wiggly Worms
 - Mindful Me

- Stories and Stations (partnership with the Berks County Intermediate Unit)
- Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner’s Market in Hamburg)
 - Pumpkins
- In-Person School-Age Outreach
 - Birds
- Two Sessions of Builder’s Club
- Family Board Game Night
- November
 - In-Person Preschool Storytimes
 - Fall Apples
 - Birds
 - Preschool/Early Elementary Storytime Experience Kit (available at both our Library and Redner’s Market in Hamburg)
 - Christmas Countdown
 - School-Age Grab-and-Go Kit (available at both our Library and Redner’s Market in Hamburg)
 - Subtraction Santa
 - Two Sessions of Builder’s Club
 - Family Board Game Night

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

- Prepared the 2024 budget for board approval.
- Attended the Hamburg Borough Council committee meetings on November 14th.
- Dorothy Brobst and I attended the Hamburg Borough Council meeting on November 28th.
- Continued researching additional government and private funding for the library addition.

In addition, Chelsea reported she met with Glen Espinal, BCIU’s new Digital Navigator. Glenn will be providing free digital education in the Hamburg and Tulpehocken area. He is looking for community organizations to partner with to share information about the partnership. Chelsea also explained that libraries are considered “community anchor organizations” connecting local communities to the digital world.

Respectfully submitted,
Chelsea Williams

President’s Report: Bob reported the new outdoor memorial bench will soon be placed. Bob also thanked the board for all the support and hard work over the past six years he has served on the board. Bob also thanked Barbara and Christine for their hard work as trustees.

Chris thanked the board as a whole and stated that she feels the board of trustees has progressed tremendously over the last few years.

Bob challenged the incoming trustees and board to continue with the library expansion in seeking grants, fundraising and promoting the library as a full public service institution.

Old Business:

Library Expansion: Chelsea reported the Keystone Grant will be announced by February. If the Keystone Grant is awarded to the library, Chelsea explained we are in a good position for the beginning of expansion construction. Chelsea also reported that she has applied for a \$20,000 grant that will be announced in February and is for Community Accessibility.

In further business, Chelsea reported all plans have been approved by the Historic Review Board.

In other business, Bob reported that a meeting of the board was held, a vote was taken and both new trustee applications were accepted. Mary Himmelberger will replace Christine. Mark Jensen will take on the remaining two years of Bob's second term as trustee. A motion was made and seconded that the trustees accept Mary Himmelberger and Mark Jensen as new trustees beginning January 1, 2024.

Chelsea updated the board that Barbara's trustee position can be filled by any township or borough resident.

In other business, Bob asked how the volunteer system with Hamburg Area High School is progressing. Chelsea reported that it was rewarding for both groups and running smoothly.

New Business: The Hamburg Public Library 2024 Budget is very similar to last year's budget with a few changes. We have not budgeted for the new building but can adjust once we find out if we receive The Keystone Grant. There is one change under Books & Material, which is simply a move within that expenditure.

Under Operating Expenses, the amount was increased for Fundraising Expenses to cover the cost of the yearly mailing.

Under Facilities, we have money still available with Werley's for oil purchase so that prospective budget is lower than 2022.

Bob asked for a motion to accept the 2024 Budget. A motion was made and seconded to approve the 2024 Budget. The motion carried unanimously.

In further business, Chelsea reported she nominated Chris for the Trustee of the Year Award for the extraordinary number of years of dedication Christine has given to the Hamburg Public Library and Board of Trustees. The announcement for the winner will be made in the New Year. With heartfelt thanks to Christine, Bob and Barbara we end the December 2023 minutes.

Dates to Remember:

December 19, 2023, 6 – 7:30 PM – Pictures with Santa

December 23 - 25, 2023 – Library Closed
December 30 – January 1 – Library Closed
January 9, 2024, 6 PM Hamburg Public Library Board Meeting

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:50 PM.

Respectfully submitted,

Debi Wahl,
Recording Secretary