

**Hamburg Public Library
Board of Trustees Meeting
November 14, 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, Christine Roth, Kathi Shaffer, Barbara Strunk, Debi Wahl

A quorum was present.

Absent: Dorothy Brobst, Gloria Hess, Emily Riddle, Sharon Shirk

Also present: Director Chelsea Williams, Mary Himmelberger

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

Mission Moment: Chelsea reported that Low Income Home Energy Assistance Program (LIHEAP) is available to help families with energy costs and library staff have been working with seniors to get their paperwork in line to be able to receive this state aid.

Consent Agenda: The Minutes of the October 10, 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 October 10, 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: November's financial report will be presented in December. At that time a motion will be made to accept the financial report.

Respectfully submitted,
Gloria Hess, Treasurer

In other financial business, Chelsea reported that several townships have sent their donations, including Upper Tulpehocken, Tilden and Windsor Townships.

Correspondence: Chelsea reported she received resignation letters from Bob Angelo and Barbara Strunk from the library board as per their term requirements. Chelsea also received applications from Mary Himmelberger and Pastor Mark Jensen for trustee positions.

Bob thanked Barb for her many years of dedicated service. The Hamburg Board of Trustees thank both Bob and Barbara for service well done. They will be truly missed.

**Director's Report:
Library Updates and Operations**

- Began working on the 2024 budget for board approval.

- Met with Stephanie Williams, Berk County Library Administrator, on October 16, to discuss our goals and accomplishments.
- Attended the Reading Library District Equity, Diversity, and Inclusion Committee meeting on November 8 to discuss our EDI work and future goals.
- 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.
- The library staff set up a table outside for Trick or Treating on October 31st. We handed out children's books and candy. Information about the library and our services was available.

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

- Continued working with Laucks Architects on the building expansion.
- Attended a Hamburg Borough Planning Commission meeting on October 17th. I presented on the library addition project and requested the Planning Commission recommend waiving the SALDO process for the library addition.
- Attended the Hamburg Borough Council meeting on October 24th. Hamburg Borough Council approved waiving the SALDO process for the library addition.

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

- Adult Programming
 - a. Our Spice Club selection for October was Paprika, 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 *The Island* by Adrian McKinley on October 23rd. The last meeting of 2023 will be November 27th at 10 AM and the book selection is *Eight Perfect Murders* by Peter Swanson.
 - c. Crafter Hour met on November 2nd, where participants learned about and tried their hand at linocuts. The next Crafter Hour will be on December 7th at 6 PM.
 - d. Noelle began a new program, Sit n Stitch. This program invites patrons to bring a craft project and meet fellow crafters. The group met on October 14th and November 11th.

B. Youth Services Updates

- a. Will be provided in December's director report.

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

- Managed all components and paperwork for applying for the Keystone Grant for Public Library Facilities, for the expansion project. The Keystone Grant was submitted on 10/12.
- Began working on a statewide LSA (Local Share Account) grant for the library addition.
- Worked with Gloria Hess and the book sorting volunteers to set up our Mini-Booksale in the library's lobby.

- Attended a Fundraising Committee meeting on November 3 at 11 a.m. We discussed our 2024 fundraising plans.
- Continuing researching additional government and private funding for the library addition.

Respectfully submitted,
Chelsea Williams

Chelsea also reported the library staff gave over 100 books during the October Trick or Treat event. The parents were very pleased with the books, and it was a lovely event.

Chelsea reported that plans are now available for preview of the architect's renderings. As soon as the Keystone Grant is finalized, the trustees hope to begin the bidding process.

Chelsea will be emailing a tentative timeline for the library expansion sent by Peter Laucks. Peter is also going to have samples for the board to view.

President's Report: Bob reported that in his review of the salaries for libraries in the county, we are in line with the pay for assistants and children's librarians but low on the range for Director. The range for a library the size of Hamburg is \$17.75 - 27.00. Bob proposed a one-time increase to Chelsea's hourly rate from \$20 to \$22 per hour effective January and then the agreed 5% increase yearly. All the trustees, with the exception of one who could not be reached, agreed via email to this increase. A motion was made to increase Chelsea's hourly rate to \$22 per hour, motion was seconded and passed unanimously.

Bob also wanted to thank the fundraising committee for a very successful pie sale.

Bob also reminded us that we will be meeting to view the applications from Mary Himmelberger and Pastor Mark James for possible trustee positions. Chelsea will send each trustee a Doodle poll to see what day and time will work for that meeting.

Old Business:

Library Expansion: With a Capital Campaign for the library expansion, trustees should be considering the community members who would be a good fit for the Capital Campaign.

Book Fair: Chelsea reported \$500 has been raised in the in-house book sale and it will be extended until the weekend.

Fundraising: Kathi reported that the fundraising committee met to discuss this year's fundraising events and future fundraising events.

Chelsea created a tentative year-long schedule that gives a viewpoint of the different events the fundraising committee is working on.

New Business: Bob asked for a motion to accept the 2024 Operating Hours. A motion was made, seconded and passed unanimously.

Bob shared information on the new Social Media Policy. The trustees were able to view the new policy. A motion was made to accept the Social Media Policy as written. The motion was seconded and passed unanimously.

Dates to Remember:

November 15, 2023, 7 PM – Berks County Virtual Board Meeting

December 12, 2023, 6 PM – Board of Trustees Meeting

December 19, 2023, 6 – 7:30 PM – Santa and Mrs. Claus will be visiting the library

Adjournment: The motion was made to adjourn the meeting. Motion seconded and passed unanimously. Meeting adjourned at 6:45 PM.

Respectfully submitted,

Debi Wahl,
Recording Secretary