



**HERSHEY  
PUBLIC LIBRARY**  
701 COCOA AVENUE  
HERSHEY, PA 17033

Library Board of Directors

Meeting Minutes – September 18, 2018

Library Mission:

*The Hershey Public Library is the hub of our community, creating possibilities for everyone to enrich their lives.*

Present: Matthew Weir, Leigh-Anne Dornberger, Jennifer Grenoble, Sue Kreider, Geoffrey Crout, John Rita,  
Sharon Miller, Laura O'Grady

Absent: William Ecenbarger, Marc Moyer

1. Call to order at 7:02 PM
2. Approval of July 17 minutes (Attachment A) Matt makes a motion to approve the minutes, Jennifer seconds the motion. Motion carries unanimously.
3. Reports of Representatives
  - a. Friends of the Library Sharon Miller – Sharon introduces herself as the incoming President of the Friends of Hershey Public Library. This year's book sale brought in around \$46,000 and placed them over the \$1,000,000 in total sales. The Family Day was very successful. Now they're ready to get rolling again into next year.
  - b. Endowment Trust John Rita – John hands the update from the Endowment off to Laura. Laura tells the Board that the Endowment Board has approved a proposal to work with Chris Dawson Architect on a renovated circulation desk and staff area. Now Laura is waiting for a design-build proposal from the contractor, R.S. Mowery. A design-build agreement will allow us to have one total price for the whole project and create one point of contact start to finish.
4. New Business
  - a. Grant update – Laura informs the Board that they still have not heard back on the Keystone Grant Application. She checked in on September 6<sup>th</sup> and they said it "shouldn't be long now." She received another update on September 19<sup>th</sup> saying, "they're in the final



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approval process and should be hearing very shortly.” Laura will update the Board as soon as she gets notice.

- b. By-law amendment – Laura informs the Board that the By-Laws need to be updated to reflect meeting every other month rather than every month. Amendments need to be discussed at one meeting and approved at another, so we’ll look to approve the Amendment at the November board meeting unless further discussion is warranted.
  - c. Circulation & Staff Area redesign – The Endowment Trust is supporting a redesign of our circulation desk and staff area. Chris Dawson Architect and RS Mowery Construction have been selected for the job. We’re waiting on an updated cost estimate and then will begin the design phase. Laura is trying to make this process as transparent and feedback-based as possible, so staff have a chance to weigh in on the changes.
  - d. Maternity Leave – Laura announces that she is pregnant and expecting January 25<sup>th</sup>, 2019. Jeff Cothren has agreed to take on the role of Acting Director in her absence. She expects to be on leave for 6-8 weeks for most of February and March.
5. Old Business
- a. Sale of artifacts update – Our cuneiform tablets will be up for auction at Arte Primitivo in New York City on September 24-26. Laura passed around a gallery catalog which shows high quality photos of our pieces.
6. Financial Report – The board reviews the financial report ending 7.31.18 and has no questions or comments.
7. Communications – No communications updates
8. Staff Reports
- a. Director & Staff Reports (Attachment D) – Laura presents the Director and Staff Reports
9. Adjournment – Sue makes a motion to adjourn the meeting. Jennifer seconds the motion. Meeting adjourns at 7:42 PM.

#### Attachments

- A. July 17<sup>th</sup> Minutes
- B. Library Board of Directors By-Laws
- C. By-Law Amendment Notice



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- D. Financial Report
- E. Director & Staff Reports

*The next meeting of the Hershey Public Library Board of Directors is*

*Tuesday November 20<sup>th</sup> at 7:00 PM*