



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

Library Board of Directors

Meeting Minutes

May 16, 2018

Present: Leigh-Anne Dornberger, Bill Ecenbarger, Geoffrey Crout, Sue Kreider

Absent: Matt Weir, Marc Moyer, Jennifer Grenoble, John Rita, Kathy Miller

1. Call to order 7:02 PM
2. Approval of March 20 minutes (Attachment A) – Bill makes a motion to approve the minutes, Sue seconds the motion. Motion carries unanimously.
3. Reports of Representatives
 - a. Friends of the Library Kathy Miller – Sue speaks as a member of Friends. Sue reports that the Little Free Library was successfully installed at Bullfrog Valley Park. There was a great turnout with three Supervisors in attendance. The Friends have also been reviewing their strategic plan. The Hillary Jordan visit was wonderful with a great turnout. Next year we've booked Alice Hoffman.
 - b. Endowment Trust John Rita – no report
4. New Business
 - a. Use of bequests for Keystone Grant matching funds – Laura presented information regarding the Keystone Grant for Capital Projects. She would like to pursue applying to improve the children's area, teen area, and add a new ADA accessible family entrance. The cost estimate for this work came back at \$921,530. Laura would apply for a \$1M total project which means we need to secure \$500,000 in matching funds to apply for the grant. Laura proposes using the remainder of two bequests that are earmarked for the library which are currently on the books with the Township. These bequests total \$226,605. The remaining match would be proposed to the Library Endowment. Sue comments that she is happy we don't need to ask the Township for any new money to be dedicated toward this improvement. Bill makes a motion to approve the bequests to be used as a portion of the match for the Keystone Grant. Sue seconds this motion, the motion carries unanimously.



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- b. Flooring – Laura gives an update on the flooring. We are planning on the Township budgeting the flooring upgrade into the 2019 budget to happen in conjunction with other work being done in the building.
5. Old Business
 - a. Keystone grant update – The grant is due June 15th and will need to be approved by the Board of Supervisors prior to the deadline.
 - b. Sale of artifacts update – Laura attended the executive session of the Board of Supervisors to gain direction on the sale of artifacts. Some of the Supervisors asked that Laura get more information on their possible connections to local business leaders and come back with an update. Laura has not yet scheduled another visit.
6. Financial Report – Laura shows the most recent financial report.
7. Communications
 - a. Length of book loans – Laura conveys a request by a patron to lengthen new book loans based on how long a book is. Laura learned that the library already has that policy. For new books over 500 pages we allow a three-week loan on new books.
 - b. Fire lane ticket complaint – Laura conveys a complaint from a woman who was picking up artwork from the Hershey Area Art Association. The woman had parked in the front fire lane for a few minutes and got a ticket. When she spoke to the Community Service Officer who issued the ticket she felt bullied. She then spoke to his supervisor, Sgt. Demmel. She proposes that we clarify the signage in the front lane. One sign currently says Fire Lane, and another says Drop Off Only. Laura has since emailed Sgt. Demmel to see if we can meet to come up with a suitable solution. Laura believes replacing the sign saying Drop Off Only with one that says 5 Minute Parking would suffice.
8. Staff Reports
 - a. Director & Staff Reports (Attachment D) – Laura goes through a presentation of information from staff and the Director.
9. Adjournment- Bill makes a motion to adjourn. Geoffrey seconds the motion. Motion carries unanimously. Meeting adjourns at 7:50 PM.

Attachments



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- A. March 20th 2018 Minutes
- B. Draft building design
- C. Financial Report
- D. Director & Staff Reports

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

Wednesday July 17, at 7:00 PM