



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

Library Board of Directors

Meeting minutes– November 20, 2018

Present: Sharon Miller (Friends President), Jennifer Grenoble, Bill Ecenbarger, Geoffrey Crout, Sue Kreider, Jeff Cothren (Systems Administrator), Marc Moyer, Matt Weir, Laura O’Grady (Library Director)

Absent: Leigh Anne Dornberger (President), John Rita (Endowment Chair)

Library Mission:

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

1. Call to order- 7:00 PM
2. Approval of Sep 18 Minutes (Attachment A)- A motion to approve the minutes was made by Bill, Jennifer seconds the motion. Motion carries unanimously. Marc Moyer abstains as he was absent for the September meeting.
3. Reports of Representatives
  - a. Friends of the Library Sharon Miller – The Friends will not have a meeting in November or December. Their meeting schedule will resume in January where they will be honoring long time volunteer Angie Marnickas. They’ve been focusing a lot on recruiting new members and marketing their programs. They have 806 members.
  - b. Endowment Trust John Rita – John is absent so Laura gave an update on the Endowment Board. The Endowment Board has approved payment for a refurbished circulation desk and staff area. This construction is slated for January and February 2019. The Endowment Board will also be partially funding the purchase of new furniture to go in the staff areas. We are waiting on a proposal back from CDA (Chris Dawson Architect) on design services to put bid specifications together for our grant funded project.
4. New Business
  - a. Floor – Laura shares with the Board that our raised floor continues to be a problem. While having the library windows cleaned a power lift sunk through the floor. Luckily no one was hurt but this is indicative of the need to have the floor addressed. Laura shares with the Board that she’s working with Jill Henry to identify an appropriate amount of money to allocate to fix the floor in 2019. Marc indicates that the money for the floor is in the budget. Budget hearings are slated for 11/28/18.
  - b. Library closing dates 2019 – vote needed; The Board reviews the library closing dates for 2019. Sue makes a motion to approve the dates, Marc seconds the motion, motion carries unanimously.



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

- c. By-law amendment – vote needed; At the September meeting the board reviewed and considered an amendment to our by-laws which would officially change board meeting frequency from monthly to every other month. Sue makes a motion to approve the amendment, Bill seconds the motion, motion carries unanimously.
  - d. Library Board Meeting dates 2019 – vote needed; The Board reviews the meeting dates for 2019, none of which conflict with Township Board of Supervisors meetings. They typically fall on the third Tuesday of the month. Marc makes a motion to approve the dates, Jennifer seconds, motion carries unanimously.
5. Old Business
  - a. Circulation & staff redesign- Laura shows off updated renderings of the new circulation desk and staff area. Matt asks about if the walls go all the way up to the ceiling and Laura confirms that they do.
  - b. Grant project – Laura is working with the Endowment to review a proposal from CDA for design services that would allow the bid specifications to be created. These bid specifications would then be publicly advertised, and bids would be accepted on the construction of the project.
6. Financial Report – The Board reviews the income and expense statement up through October 31, 2018. There are no questions or comments.
7. Communications – Laura relays that a woman wrote to the library asking if there were a program for fine forgiveness for regular library users. After conferring with staff, they've agreed that for the month of December patrons can get their overdue fines waived if they bring in a personal care item to donate to Love Inc.
8. Staff Reports
  - a. Director & Staff Reports (Attachment D) – Laura goes over a presentation of Director and Staff reports.
9. Adjournment – Marc makes a motion to adjourn the meeting, Jennifer seconds the motion. Motion carries unanimously, meeting adjourns at 7:35 PM.

#### Attachments

- A. Sep 18 Minutes
- B. Library Board of Directors By-Laws
- C. By-Law Amendment Notice
- D. Library closing dates 2019
- E. Library Board Meeting dates - 2019



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

- F. Financial Report
- G. Director & Staff Reports

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

*Tuesday January 15 at 7:00 PM*