



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

Library Board of Directors

Meeting minutes– January 15, 2019

Present: Sharon Miller (Friends President), Jennifer Grenoble, Bill Ecenbarger, , Sue Kreider, Jeff Cothren (Systems Administrator), Marc Moyer, Matt Weir, Leigh Anne Dornberger (President), John Rita (Endowment Chair)

Absent: None

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. Leigh-Anne introduced new Board Member Jordan Yeagley.
2. Approval of November 20 Minutes (Attachment A)- Bill motioned to approve the minutes. Matt seconded. The motion carried unanimously.
3. Representative Reports
  - a. Friends of the Library Sharon Miller – The Friends did not meet in November or December and thus had nothing new to report. As per the November Library Board meeting, their meeting schedule will resume in January when they will honor longtime volunteer Angie Marnickas.
  - b. Endowment Trust John Rita – John reported on the multiple construction projects slated to take place in 2019: Project A: the new circulation desk, staff offices and technical services relocation; Project B: the Keystone Grant project of adding a new, ADA entrance to the north side of the building and creating a children’s story time room and YA area; and Project C: filling in the majority of the existing PowerFlor currently in disrepair with concrete (this project is funded by the Township as per the 2019 budget).
    - i. Project A: The Endowment had provided the library with a not to exceed figure for the construction portion of the project from previous years ‘unspent funds. On Monday the general contractor provided a price quote which must be reviewed by the Endowment as completing the project as originally designed exceeds the allocated amount by approximately \$70,000. It was noted that the quote also included a ‘base package’ that meets the minimum specifications. Discussion followed regarding the base figure that must be maintained in the endowment and the percentage available for annual allocation. It was agreed that the Endowment Trust would review the figures at their next meeting. Although construction was originally scheduled to begin in mid to late January, the project was delayed by technical issues on the part of the contractor and price and availability negotiation with various subcontractors. The construction will likely begin mid-February with an approximate 8-week duration.
    - ii. Project B: John mentioned having received a proposal for construction management of this project. The Endowment would also take this under consideration. Together with a bequeathal, the Endowment will match Keystone Grant funding for the project.



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- iii. The question arose as to the timing of the projects. Jeff listed the order as Project A, Project C, then Project B. It might be possible to complete Project C prior to the start of summer programming.
4. New Business
  - a. 2019 Board Leadership (vote required): Sue motioned that Leigh-Anne continue serving as Board President and Jennifer as Board Vice-President in 2019. Marc seconded. The board approved the motion unanimously.
    - i. Sue mentioned that there used to be an additional position of secretary for the purpose of taking meeting minutes. It was noted that the director will continue recording the minutes for the time being.
5. Old Business
  - a. Circulation & staff redesign- This topic was sufficiently discussed under topic 3b above.
6. Financial Report – The Board reviewed the income and expense statement up through November 30, 2018. There were no questions or comments.
7. Communications – None reported.
8. Staff Reports
  - a. Director & Staff Reports (Attachment D) – Jeff presented the November/December staff reports.
9. Adjournment – Marc motioned to adjourn the meeting, Matt seconded the motion. The motion carried unanimously. The meeting adjourned at 7:30 PM.

Attachments

- A. November 20 Minutes
- B. Financial Report
- C. Director & Staff Reports

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

*Tuesday, March 19, at 7:00 PM*