



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

Library Board of Directors

Meeting Minutes – September 17, 2019

Library Mission:

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

Present: Laura O'Grady (Director), Leigh Anne Dornberger (President), Jennifer Grenoble (Vice President), Marc Moyer, Jordan Yeager, Matthew Weir, Sue Kreider

Absent: William Ecenbarger, Sharon Miller (Friends President), John Rita (Endowment President)

1. Call to order 7:00 PM
2. Approval of July 16 Minutes (Attachment A) Matt makes a motion to approve the minutes. Jennifer seconds the motion. Motion passes unanimously.
3. Reports of Representatives
 - a. Friends of the Library Sharon Miller- In Sharon's absence, Sue Kreider gives an update on the Friends. The book sale was a success and it raised \$46,000. The Friends will have two new Board members starting in September. The marketing video which is a partnership between the Friends and the Endowment is underway. The videographer came to film the book sale setup. Laura adds that this fall they're prepared to do interviews on what the Friends and the Endowment means to the library and community. The intention is to show the video before Friends programs and to have it ready by the spring.
 - b. Endowment Trust John Rita – In John's absence Laura updates the Board on Endowment activities. There was an ad-hoc meeting of the Endowment Board the previous Thursday where two items were discussed: The Endowment Trust's tax status, and the grant spending.



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- i. Tax status: The Endowment Trust is not taking in enough new donations to maintain its 501c3 tax status. The options were to dissolve, to become a private foundation (with tax implications) or to become a supporting organization of another 501c3. Since the Endowment Trust was set up by the Friends of the Library, it makes the most sense to become a supporting organization of the Friends. Since the Friends already appoint Board Members to the Trust, there will be no operational change to either organization. People can still make donations to the Endowment as a charitable contribution. We've invited an accountant to come to the next Endowment meeting to review the changes with the full Board.
- ii. Grant funding: The Endowment Board voted to support any overage in the construction spending as well as an allowance for moving and storage costs. We're in discussion with a potential donor to add the reading garden back into the construction plans. Laura will update the Board on how these donations discussions evolve.

4. New Business

a. Construction

- i. Bids & contracts: Laura updates the groups that they've awarded contracts for general construction, electrical construction, and mechanical construction. They received no bids on fire protection but after consulting with the solicitor we'll be asking for proposals from the other contractors to sub-contract fire protection. There was a construction kickoff meeting on September 12 where a general timeline was discussed. At this point they plan on starting with outside construction first, and then moving towards the floor infill in January and February. At the next meeting, October 8th, they'll have a more accurate schedule.



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- ii. Moving procedures: Laura has gotten some quotes on using plywood book carts to move the books and keep them for use during construction. This way books could be moved in and out of the meeting rooms as they need access to the rooms. She also anticipates hiring movers to come disassemble the shelves, store them, and re-assemble them as needed. Sue asks about volunteer needs. Laura doesn't know at this point what those needs are, because if the library will be closed to the public, we're hoping to use the staff who are already scheduled to possibly help move some of the collections. As the needs evolve Laura will keep the volunteer needs in mind.

5. Old Business

- i. Meeting room policy: Laura lets the group know that until we begin booking meeting rooms again, we have not enacted the new policy with the new room rate. Once we book rooms, and use our new online meeting room request software, the new Board approved policy will go into effect.

6. Financial Report (Attachment B)- No comments on the financial report.

7. Communications- No communications to report.

8. Staff Reports

- a. Director & Staff Reports (Attachment C)- Laura reviews the data from the Director and Staff reports. She notes the increase in digital circulations as compared to the previous year as well as the visitor count information which is inaccurate due to a power surge which effected technical equipment. Matt Weir asked what we're doing to prevent such an issue in the future. Laura remarked that she's including a new UPS (uninterruptable power supply) in the 2020 budget to prevent further issues.



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9. Adjournment- Sue makes a motion to adjourn the meeting, Mark seconds the motion.

Meeting adjourns at 7:29 PM

Attachments

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

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

Tuesday November 19th at 7:00 PM