



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

Library Board of Directors

Meeting Minutes – November 19, 2019

Present: Laura O’Grady (Library Director), Sharon Miller (Friends President), John Rita (Endowment President), Leigh Anne Dornberger (Board President), Jennifer Grenoble (Board Vice President), Matt Weir, Bill Ecenbarger, Sue Kreider

Absent: Marc Moyer, Jordan Yeagley

Library Mission:

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

1. Call to order at 7:04 PM
2. Approval of September 17 minutes (Attachment A) Bill makes a motion to approve the minutes, Matt seconds the motion, motion passes unanimously.
3. Reports of Representatives
  - a. Friends of the Library Sharon Miller: Sharon reports that the Friends are working on a #GivingTuesday campaign to hopefully raise some funds after Thanksgiving. The Friends will have a high school intern in the spring to help with social media. They’re also still working on their marketing video which will include some interviews with those close the library.
  - b. Endowment Trust John Rita: John reports that the Endowment 3<sup>rd</sup> quarter statement puts the principal at just over \$3M after distributions. The reading garden has been added back into the construction project. A new endowment brochure is being worked on. The Endowment board has two new members coming on in January, Jordan Yeagley and Bruce Hancock. They are replacing Ted Farrar and Rob Hersey. The paperwork for the tax filing changes are in the works.



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Laura reports that all the signed paperwork is ready to go and will be mailed to the attorney tomorrow.

#### 4. New Business

- a. Thank you to Matt Weir & Jennifer Grenoble: Laura presents retiring board members Matt Weir and Jennifer Grenoble with books plated in their honor. Both Matt and Jennifer remark on the time they spent serving the library and the Township.
- b. 2020 Board Meeting Schedule: Laura presents the 2020 Library Board meeting schedule and notes one change from the attachment she had sent out with the packet. The January meeting is now scheduled for Tuesday January 21. The only non-routine board meeting time will fall in November where the meeting is on a Monday as the Tuesday would have conflicted with the Township Budget Hearing.
- c. 2020 Library Closing Schedule: Laura presents the 2020 Library Closing Dates. There are two dates when the library will open late for staff meetings. These dates are February 21 and December 11. The library will be closed for Booksale preview day July 31. Bill makes a motion to approve the library closing dates, Sue seconds the motion, motion carries unanimously.
- d. 2020 Library Board Officers: Laura reports the 2020 Board officers will be Sue Kreider as President and Bill Ecenbarger as Vice President. Laura thanks Leigh Anne Dornberger for her time as President and Jennifer Grenoble for her time as Vice President.
- e. Filming and Photography Policy: Laura reports that libraries across the country are being faced with First Amendment Audits wherein members of the community come to public buildings and record public staff members without gaining permission. The intention is to bait public officials into asking them to stop, so they can then claim that their first amendment rights are being violated.



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Hershey Public Library's filming and photography policy is very light and vague, and Laura believes we may be able to add language into the policy that allows the library to ask patrons to stop filming/recording if the recording interferes with library activities. Laura provides an example from St. Louis Public Library. Laura will work with the Township Administration and Derry Township Police to craft language that may be appropriate and will provide the Board Members with a proposed policy revision in January.

- f. 2020 Township Budget: Laura reports that the Township had its budget hearing a few weeks ago and the library has maintained steady funding although the library is now tracked in a separate fund from the General Fund. Chris Christman reports that this is more in line with 2<sup>nd</sup> Class Township Code and will more easily allow us to designate funds to library operations. This is a proposed budget and is set to be approved by the Board of Supervisors in December.
  - g. Staff changes: Two fulltime staff members are leaving the library in December and January. These departures have opened up the possibility of staff restructuring. Laura has worked with Chris Christman to draft revised job descriptions, reporting relationships and job titles. These changes will be presented to the Township Board of Supervisors at the December 17<sup>th</sup> meeting and will then be presented to the Library Board in January.
5. Old Business
- a. Construction: Laura reports that construction is underway and the only collection that is unavailable is children's non-fiction. The rest of the kids and teen collection is available, but in different places than usual. So far, the staff and patrons have been very patient and accommodating. Laura has started the process for a contract extension which would put the end of our grant period at June 30, 2020. Jennifer confirms that this would satisfy the concern that we wouldn't be able to get reimbursed for expenses past March 30. Laura confirms



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that this is accurate, with the extension we would be able to be reimbursed until June 30, 2020.

6. Financial Report (Attachment B): The board reviews the financial report.
7. Communications: None to report
8. Staff Reports
  - a. Director & Staff Reports (Attachment C): Laura reviews the Director & Staff reports and explains the reasoning behind not having reference data for the most recent month. The timing of the reports being generated by our database vendor are too late in the month to be captured at that board meeting. Laura points out the rise of digital circulations and the small decline in print circulations and confirms that this is a steady and consistent trend. There has been a lot of talk recently about how publishers are making it harder for libraries to participate in the digital book marketplace, so this is a consideration that libraries will have to make moving forward.
9. Adjournment: Matt makes a motion to adjourn the meeting, Sue Seconds the motion, meeting adjourns at 7:45 PM.

#### Attachments

- A. September Minutes
- B. 2020 Board Meeting Dates
- C. 2020 Library Closing Dates
- D. Filming & Photography Policy
- E. Financial Report
- F. Director & Staff Reports

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

*Tuesday January 21, 2020 at 7:00 PM*