



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

Library Board of Directors

Meeting Minutes – January 21, 2020

Present: Natalie Nutt, Jordan Yeagley, Leigh-Anne Dornberger, Geoffrey Crout, Sue Kreider, Bill Ecenbarger, Laura O’Grady

Absent: Hillary Marotta (Endowment President), Sharon Miller (Friends President)

Library Mission:

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

1. Call to order- 6:50 PM
2. Approval of November 18 minutes (Attachment A)- Sue asks the Board to review the minutes. Bill makes a motion to approve the minutes, Leigh-Anne seconds the motion. The motion passes unanimously.
3. Reports of Representatives
 - a. Friends of the Library Sharon Miller- In Sharon’s absence, Sue updates the Board on the Friends. Sue reviews with the Library Board how the Friends and Endowment support the library and encourages members to explain this structure to friends and family, so people really understand how library activities are funded. She mentions that the book sale is the largest fundraiser and we’re always looking for new engaged citizens to join both the Endowment Board and the Friends Board.
 - b. Endowment Trust Hillary Marotta- In Hillary’s absence Laura updates the Board on the Endowment Trust. Laura explains that the grant contract has been extended until June 30, 2020 to allow for some long lead time on some ceiling material. Otherwise the project is on schedule. Laura also explains that the Endowment Board recently went through a process to modify the Agreement of Trust to change the beneficiary of the Trust from the Hershey Public Library to the Friends of the Hershey Public Library. Operationally, this change won’t make any impact on either Board.
4. New Business



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- a. New organizational chart- Laura O'Grady (Attachment C)- Laura explains that with two fulltime staff retiring, they had an opportunity to rework the organizational structure. Major changes include the combination of the reference and circulation department into what is now the Public Services Desk, and also to create a new Library Resource Manager position. We've also promoted Jeffrey Cothren to Assistant Director. No new positions were created during this restructure, rather just a re-definition of internal roles and responsibilities.
 - b. 2019 Year in Review- Laura O'Grady (Attachment F)- Laura passes out an infographic that gives an idea of statistics from 2019. Board members encourage Laura to widely circulate this piece as the figures are very impressive.
5. Old Business
- a. Filming & Photography Policy- Laura O'Grady (Attachment B)- Laura presents the Board with new language to include in our filming and photography policy which would allow us to ask someone to stop filming if it gets in the way of library operations. Bill makes a motion to approve the modification, Natalie seconds the motion, motion passes unanimously.
6. Financial Report – (Attachment E)- Laura reviews the December 2019 financial summary for library operations from the township.
7. Communications- Laura reads two letters directed to the library praising the staff for their computer help as well as staying late on a Friday evening.
8. Staff Reports
- a. Director & Staff Reports (Attachment D)- Laura reviews the statistics from November and December 2019. Laura explains the 2020 Winter Reading Program which runs through March 31, 2020.
9. Adjournment- Leigh-Anne makes a motion to adjourn the meeting at 7:14 PM. Geoffrey seconds the motion. Motion carries unanimously. Meeting adjourns.

Attachments

- A. November 2019 Minutes
- B. Filming & Photography Policy



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- C. Organizational chart
- D. Director & Staff Reports
- E. Financial Report
- F. Year in Review

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

Tuesday March 17, 2020 at 7:00 PM