



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

Library Board of Directors

Meeting Minutes – July 20, 2021

Present: Sue Kreider, Natalie Nutt, Chris Abruzzo, Jordan Yeagley, Geoffrey Crout, Laura O'Grady, Leigh-Anne Dornberger

Absent: Carin Kaag, Bill Ecenbarger

Library Mission: to advance Derry Township through innovative programming, collections, and services that support the diversity of our community.

1. Call to order – 6:58 PM Laura reads a letter of resignation from Bill Ecenbarger who has relocated to Maine and will not be able to attend in-person Board meetings this year.
2. Approval of May 18, 2021 minutes (Attachment A)- Leigh-Anne makes a motion to approve the minutes, Geoffrey seconds the motion, motion passes unanimously.
3. Reports of Representatives
 - a. Friends of the Library Carin Kaag – Sue Kreider gives an update for the Friends. The book sale runs July 31 through August 3 with preview night taking place Friday July 30. The football team is scheduled to help carry the boxes up from the basement on Thursday. They are well set with enough volunteers for the duration of the sale. They have new Board members coming on that they are very excited about. The library staff have been wonderful in keeping programming going during the pandemic.
 - b. Endowment Trust- Jordan Yeagley; Jordan updates the Board that the Endowment Board have been taking a pause in spending in 2021 after the major renovations have concluded. Their intention at the upcoming meeting is to revisit the distribution procedures to equip themselves for when spending resumes in 2022.
4. New Business
 - a. Library Director resignation- Laura updates the Board that she submitted her resignation to the township manager at the end of June. She has loved working for the Township and for the library but will be taking a job closer to home. Laura is involved in the interview committee for the new Director.
 - b. Part-time professional position – Laura updates the Board that Heather Mahraj, the part-time professional in PR & Marketing resigned in June. The library decided to fill that position with a more generalized part-time professional position, and they hired Mary Krikorian to fill the role.
 - c. Sunday Hours at HPL (Attachment B) – Laura presents the board with a document that outlines exactly how many staff were cut during the township-wide spending cuts and proposing how many staff it would take to reinstate Sunday hours. Natalie asks if we are hearing complaints often about being closed on Sunday's because she knows the Board of Supervisors did receive one complaint email about the closure. Laura says they heard it a lot at first but now it seems people are resigned to the new hours. The library gets complaints maybe once a month. Laura also reports that the evening hours that were cut the library can easily reinstate by moving existing staff schedules around. Natalie asks if evenings are busy. Laura reports that the library itself is not too busy but the meeting rooms are almost always booked on the evenings. Chris Abruzzo asks about the possibility of being closed on a day during the week to make



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room for operating on a weekend when more families can visit. Laura replies that some libraries close on Wednesday to accommodate a Thursday through Tuesday schedule. Natalie asks about volunteers being utilized. Laura says the philosophy in the past is that we do not want to rely on volunteers to work in circulation because not being able to actually supervise them, and utilizing a good deal of technology, can create a lot of room for errors. Chris Abruzzo remarks that him and Natalie have been very focused on making the township services that tax dollars fund, as good as they can possibly be. He believes reinstating Sunday hours, especially since the cost to reinstate those hours is far less than the amount that we reduced spending in 2020, is certainly worthy. Laura mentions that she will leave this information, as well as possible schedules for how it could work, with the new library Director.

- d. Meet Room Policy – Vote needed (Attachment C) – Laura reports that the library is taking meeting room reservations again and it is time to update and approve the meeting room policy. This is a policy that should be revisited annually since it is so important that we be on top of offering the rooms in a fair and equal manner to groups who use the library respectfully. The library increased the fee to \$20 per hour for up to 4 hours at a time. Natalie makes a motion to approve the meeting room policy and Leigh-Anne seconds the motion. Motion passes unanimously.
5. Old Business
 - a. COVID protocol changes- Laura reports that the library has lifted nearly all COVID related safety measures although unvaccinated individuals are still encouraged to wear a mask in the library. This fall the library will resume in-person programming.
 - b. Summer Block Party Update- Laura updates the Board that the library will host a summer block party during the Saturday of the book sale July 31 from 2-5 PM. It will feature the Sorrento's Pizza Truck and outdoor lawn games. The library had planned to ask a brewery to be there but the township manager asked that we not have alcohol at public events, but reserve that for private invitation only fundraisers, once Township Board approval is secured.
6. Financial Report – (Attachment D) – Laura presents the financial report up to June 30, 2021.
7. Communications – None to report
8. Staff Reports
 - a. Director & Staff Reports (Attachment E) – Laura presents the statistics for May and June 2021.
 - b. Laura also updates the Board that as Jordan mentioned earlier, the Endowment Board will be revisiting their distribution procedures. They will be reconfiguring the distribution committee so we may be seeking the Library Board to appoint one or two members to the distribution committee. This will most likely take place towards the end of 2021.
9. Adjournment – Sue makes a motion to adjourn the meeting, Leigh-Anne seconds the motion. Motion passes unanimously. Meeting adjourns at 7:35 PM.

Attachments



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- A. May 18, 2021 Minutes
- B. Sunday hours at HPL document
- C. Meeting Room Policy
- D. Financial Report
- E. Communications
- F. Director & Staff Report

The next meeting of the Hershey Public Library Board of Directors is 7 PM on September 21, 2021