



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

Library Board of Directors

Meeting Minutes – September 15, 2020

Present: Natalie Nutt, Carin Kaag, Geoffrey Crout, Hillary Marotta, Leigh Anne Dornberger, Jordan Yeagley

Absent: Bill Ecenbarger, Sue Kreider, Chris Abruzzo

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

1. Call to order- 7:02 PM
2. Approval of July 20 meeting minutes (Attachment A) – Motion to approve the minutes made by Natalie Nutt, seconded by Leigh Anne Dornberger, motion passes unanimously.
3. Reports of Representatives
 - a. Friends of the Library Carin Kaag – Carin updated the Board that the Friends of the Library held two virtual fundraisers in August in place of the Book Sale and raised \$2,000.
 - b. Endowment Trust Hillary Marotta – Hillary updated the Board that the Endowment Trust is waiting to pay the last two invoices on the construction project because of some final work that needs to be done. They also secured a line of credit that they no longer need because reimbursement funds came in before invoices needed to be paid. They will close the line of credit and pause spending for the next few years to allow the fund to grow.
4. New Business
 - a. Update on library operations – Laura reports that extended Saturday hours began on September 12. This means Saturday hours will run from 10-5. This will put the library in compliance with state regulations that dictate libraries must be open for 7 hours over the weekend. Every library is permitted up to 10 weekends a year that they do not meet that requirement and HPL took that allowance for the past 8 weeks to get used to the new staffing levels. Laura is happy to report that the staff is working well after adjusting their workflow to accommodate increased time out on the public floor. Laura reports that now that the front parking spaces are finished, they hope to start a true curbside pickup service. Laura is also seeking funds for a drive-up book return which would increase convenience for patrons and allow another avenue for contactless material returns.
 - b. Update on Library Budget – Laura reports that the Township Administration has begun work on the 2021 budget. Knowing that Derry Township will face continued economic hardship Laura is planning to budget at the reduced rate that was incurred in July 2020 for all of 2021.



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

This will keep the staffing level at the current rate and retain the 15% reduction in operational expenses. Laura is hoping that 2022 will allow some of these reductions to be relaxed.

5. Old Business
 - a. RB Digital Lending Platform – Laura O’Grady – Laura updates the Board that the RB Digital lending platform that was introduced in July will be discontinued at the end of 2020. Because the response to eMagazines has been so positive, Laura is hoping that DCLS will consider putting money towards a comparable eMagazine platform for the county to use in 2021.
6. Financial Report – (Attachment B) – Laura updates the Board that the new financial software that the Township is using is not matching the budget spreadsheets that the library has been keeping for 2020. This is because the new software went live in June and the inclusion of construction expenses and grant revenue is skewing the numbers. Laura is confident that this process will normalize in 2021 with a full year to be on the new system. Laura reports that the library is currently 68% expensed for the year, having spent \$933,568.15 out of the budgeted \$1,355,599.00. Both of these numbers are higher than expected due to the incorporation of grant reimbursements as well as bond proceeds which funded the floor repair.
7. Communications – No communications to report.
8. Staff Reports
 - a. Director & Staff Reports (Attachment C) – Laura reviews statistics for July and August. Laura reports that we should have more accurate visitor counts starting in September because the front parking space construction has finished, and the new entrance now has the people counter software installed.
 - b. Laura adds that the library received word on Friday that they were awarded a grant from the National Network of Libraries of Medicine for \$10,000 to purchase laptops and internet hotspots to lend to patrons to join consumer health programs from home. The programs will be led by librarians from the Milton S. Hershey Medical Center. Leigh Anne asks if the laptops can only be used for this program, or if they can be loaned without attending the programs. Laura replies that for the grant period, which expires April 30, they can only be loaned for these programs but after that they hope to incorporate them into regular lending practices. Laura adds that it would be nice to continue to connect them with library programs since we know there is a population that virtual programs aren’t reaching.
 - c. Geoffrey asks if virtual meetings and programs will continue after the pandemic is over. Laura replies that she thinks virtual library use will continue in some form long after the pandemic is



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

over. It is one more way that the library can be accessible to the community. This would be in addition the in-house offerings that the library has.

9. Adjournment- Geoffrey makes a motion to adjourn the meeting. Natalie seconds the motion. Motion passes unanimously. Meeting adjourns at 7:27 PM.

Attachments

- A. July 20, 2020 Minutes
- B. Financial Report
- C. Director & Staff Report
- D. Communications

The next meeting of the Hershey Public Library Board of Directors is Monday November 16, 2020 at 7 PM