



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

Library Board of Directors

Meeting Minutes – September 20, 2022

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

Present: Susan Kreider, William Ecenbarger, Geoffrey Crout, Alison Trautmann, Natalie Nutt, Carin Kaag

Absent: Chris Abruzzo, Jordan Yeagley, Karen Golin

1. Call to order: Susan called the meeting to order at 7:00pm
2. Approval of July 19, 2022 minutes (Attachment A) Bill made a motion to approve the minutes, Natalie seconded the motion, the minutes were approved by unanimous consent.
3. Reports of Representatives
  - a. Friends of the Library – Carin said the Friends earned \$37814 at the book sale this year and there were very few books left over this year. Most books had been sold by the final sale day. The flow of the sale will be altered next year to allow for volunteers collecting money to sit inside
  - b. Endowment Trust – Jordan was unable to attend but Alison showed the board new sample logos paid for with the Endowment’s funds. It was agreed that the logos are looking good but Natalie pointed out that one logo slightly resembled the Hershey Company logo and should be avoided.
4. New Business
  - a. None
5. Old Business



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- a. Local Author Policy (Attachment B) – Alison reviewed the Local Author Policy with the board. Carin moved to approve the policy, Bill seconded, the policy was approved by unanimous consent.
  - b. Borrowing Policy (Attachment C) – Alison reviewed the updated Borrowing Policy with the board. The borrowing policy allows a few changes were suggested. Carin recommends that we increase the amount of fines for items such as museum passes and hotspots to \$2.00 rather than \$1.50 to make it easier to calculate fines. The fines for DVDs would be decreased to \$1.00 as they are no longer as popular as they used to be. Bill also recommended that the amount charged for InterLibrary Loans that are not picked up be changed to \$3.00 instead of \$2.50 as mailing costs have increased.
  - c. Hoopla Discussion – The Board discussed Hoopla expenses and borrowing information presented by Alison. The library will change Hoopla borrows from 3 to 5 borrows per month as of August 1, 2022 and set a monthly budget limit to control spending on the platform. At the end of 2022, the service will be discontinued as it is difficult to control spending when the library pays a fee each time a patron borrows an item on the platform.
  - d. State Library Budget – Alison informed the board that the State Library subsidy was increased by 18%! This will increase the amount of money received by the state for the library.
- 6.
- a. Library Disposal of Surplus Equipment or Materials Policy (Attachment D) – This policy had been presented at the May meeting. Alison asked if anyone had any changes to make to the policy. There were no comments. Carin



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moved to accept the Library Disposal of Surplus Equipment or Materials Policy as presented, Bill seconded the motion. Unanimously approved.

- b. ARP Funds Project Update – Alison updated the board on current ARP funds. The book lockers have been ordered and were sitting in a port as of July 4. She is attempting to acquire plans for the lockers in order to secure a building permit. Smiota is giving her trouble in that regard. She will keep the board updated on any progress made.
7. Financial Report – (Attachment E) - Financials are progressing as expected except for the greatly increased spend on Hoopla.
8. Communications – (Attachment F) – Alison shared positive comments from patrons as well as the amount of blood collected at the latest blood drive. Carin shared positive interactions she heard about from a friend regarding Ms. Rita’s helpfulness when her daughter was looking for books.
9. Staff Reports
  - a. Director & Staff Report (Attachment G) – Alison shared data from May and June that showed significant increases in new patrons and people visiting the library.
10. Adjournment
  - a. Bill made a motion to adjourn the meeting. Karen and Geoffrey seconded. The meeting adjourned at 8:00pm.

#### Attachments

- A. May 17, 2022 Draft Minutes
- B. Local Author Policy
- C. Borrowing Policy



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- D. Library Disposal of Surplus Equipment or Materials Policy
- E. Financial Report
- F. Communications
- G. Director & Staff Report

*The next meeting of the Hershey Public Library Board of Directors is 7 PM on November  
15, 2022*