



Library Board of Directors

Meeting Minutes – July 16, 2024

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

Present: Geoffrey Crout, Karen Golin, Alison Jacobine, John DeFrank, Cheryl Dellasega, Natalie Nutt, Caroline Schwalm, Darby Valego, Jordan Yeagley

Absent: Chris Abruzzo, Cheryl Dellasega

1. *Call to Order:* Geoffrey called the meeting to order at 7:05pm.
2. *Approval of Minutes:* John made a motion to approve minutes from the May 21, 2024 Board of Library Directors meeting. Natalie seconded the motion. The minutes were approved unanimously.
3. *Reports of Representatives:*
 - a. *Friends of the Library:* Caroline reminded everyone that the Annual book sale is coming up on Saturday, August 3 – Tuesday, August 6. The Friends are in need of volunteers for Saturday morning. They have more puzzles and paperbacks this summer. 196 children are participating in the Summer Reading program having read 72,800 minutes so far. The Friends have named the Summer Reading program in honor of Judy Dunn. Caroline showed the logo to the board. Caroline and Alison are working on a memorial to honor Judy at the end of Summer Reading.
 - b. *Endowment Trust:* Darby noted that the board was unable to meet in April due to a lack of quorum so there is not much to mention. However, she and Alison are working to determine a timeline for future capital projects which includes study rooms.
4. *New Business*
 - a. *Edits to Borrowing Policy:* Alison showed the Board minor edits to the borrowing policy such as including information on the lending period for Hershey Gardens and Hershey Story attraction passes and changing the ways people can pay for fees on their accounts. Geoffrey made a motion to approve the edits, Karen seconded. Unanimously approved.
5. *Old Business*
 - a. *Code of Conduct Policy Revision:* Alison reviewed the updates to the Code of Conduct. One change from the previous meeting was making sure the ages children can be left along aligned with the Community Center's requirements. Those changes have been made. Natalie made a motion to approve the new Code of Conduct. John seconded, unanimously approved.
 - b. *InterLibrary Loan Policy Review:* Alison reviewed the updates to the InterLibrary Loan policy. All changes were the same as when the board first reviewed the policy. The one extra change is that the number of requests patrons can make remains the same as the current policy. Some ways that InterLibrary Loan works have changed to enable the library to keep the same number of requests so patrons are able to continue making 5 requests



per week. Karen made a motion to approve the new InterLibrary Loan Policy, Geoffrey seconded, unanimously approved.

6. Financial Report: Alison presented the financial report ending in June of 2024. She noted several areas where she had obtained savings and highlighted that overages in the InterLibrary Loan line will hopefully be covered by those savings.
7. Communications: None.
8. Staff Reports: Alison presented the data for May and June. Some slight decreases in physical lending but continued large increases in digital lending. Based on last year's attendance for June, we are seeing approximately 2,000 more visitors to the library. This means people are seeing the library as the community gathering place the staff is striving to create. The Library is seeing steady event attendance and strong numbers of people using the building for studying and relaxation.
9. Adjournment: Natalie made a motion to adjourn; Jordan seconded the motion, and the meeting was unanimously adjourned at 7:31pm.

The next meeting of the Hershey Public Library Board of Directors is 7 PM on September 17, 2024