

HAL LIBRARY MINUTES FROM 2-22-22

Hellertown Area Library Board of Directors Meeting February 22, 2022 @ 6:00 PM

Call to order –

President Ken Solt called the meeting to order at 6:00 PM, Tuesday, February 22, 2022.
KEN Solt led in the Pledge of Allegiance

KEN Solt then swore in new Board member Jasdeep Ahluwalia, representing Saucon Valley School District.

Secretary Beth Bloss took Roll Call via zoom.

Those in attendance were Ken Solt, Jane Styer, Andrew Hughes, Matt Marcincin, Pam Hahn, Shantee Sajjani, Beth Bloss and Jazdeep Ahluwalia, Noelle Kramer, Library Director. A full quorum was established.

There were additional people who attended the meeting via zoom and in person at the library.

Approval of Minutes

January 22, 2022 Minutes. There were no additions or corrections. Pam Hahn made motion to approve the minutes. Matt Marcincin seconded the motion.
Motion carried.

It was noted that the minutes for the Executive Meetings January 30, 222, February 6, 2022 and February 13, 2022 will be forthcoming.

Approval of Agenda

Beth Bloss made a motion to approve the agenda. Seconded Andrew Hughes.
Motion carried.

Library Reports:

Friends of the Hellertown Area Library. Ken Solt reported “Friends Group” is working towards “Pave the Wave” fund raiser. No other report noted.

Treasurer report: Mr. Andrew Hughes
Andrew Hughes gave the January’s 2022 Treasures Report. Andrew Hughes referenced the documents that were earlier sent out along with the agenda.

P & L: As of January 2022, there was a \$3,234.25 loss as a result of first month of payroll expenses and one time appreciation bonuses.

No comments or question from members.

Balance Sheet: There was a decline due to Market decline, both domestic and foreign. Bottom line, the liquid worth of HAL is \$383,305.76. A decrease from December 2021, \$392,673.00 approximately \$9,400 reduction due value of Endowment.

Meeting attendees had no questions on the report.

Motion to approve by Andrew Hughes to accept P & L and Balance Sheet prepared by bookkeeper and Andrew Hughes, second by Pam Hahn.

Motion carried .

Treasurer's report filed for audit.

(Note: At this time power went out in Hellertown. Library is using Ken Solt's hot spot.)

Endowment Fund report: Andrew Hughes reported on the Endowment Fund. Andrew Hughes referenced the documents that were earlier sent out along with the agenda.

As of market close on Friday February 18, 2022, there was a decline in the Market, due to inflation domestically and the invasion of Ukraine on the international side. The Endowment was worth \$307,000.00. Down \$16,000 year-to-date. Performance mirrors the market, noting inflation, no changes in FED rates and Ukraine invasion. Optimistic about the year given we have a long-term view for this portfolio.

No questions on the report from attendees.

Library Director's Monthly Report..... Noelle Kramer

Funding

- Hellertown Borough emergency funds we deposited on February 8, 2022
- Hellertown Borough funds will be deposited approximately February, 22, 2022.
- Recommendations to recognize people giving donations. Different levels presented. Other ideas presented. Recognize donations from \$.01 to \$1000.00. Listing on website and bulletin board for recognition.
- Sweetheart campaign. Due to uncertainty with library situation did not do Sweetheart campaign. However, will do "Shower us with love" campaign in April.
- Noelle reported there is a Grant available through the state, however Application for grant will cost \$100.00.. At this time cautious of applying. There will be a possibility that the application will be denied.

Technology. Nothing to Report

Personnel and Volunteers

- Teen and tweens volunteering however not enough jobs for all of them. Taking their applications as jobs become available.

Meetings and Events

- Easter Egg Hunt April 14. Seeking donations for supplies. Space limited. In person Sign up required.

Purchase /Budgets

- The staff has discussed ways to reduce cost. Ideas....Possibly Changing hours of operations. Programs with less materials. Also seeking sponsor to fund specific programs.
- Applying for funds. In order to apply for matching funds program, HAL must have non- discrimination policy. A non-discrimination policy was sent out with the Agenda. Policies shared and reviewed on screen. Grant available when non-discrimination policy established.
- Mr. Hughes made motion to accept Non-discrimination policy. Ms. Hahn seconded. Motion carried.

Teen Trustee..... Ms. Shanti Sajnani no report

Standing Committee Reports

Finance Report: Mr. Andrew Hughes

2021Expenses. \$207,963.00 with payroll the highest expense.

Fund raising expense... At this time the only fund raising funds were the Giant Gift Cards which we buy and resell them. We make about 5% on this transaction .

Income Sources:

Revenue \$ 275,031.00

Lower Saucon Township was the largest contributor..

Borough of Hellertown second largest contributor

We received a large one time donation of \$30,000 from Dimmick Estate.

There was an 11% increase over budget from 2020.

Expenses: There was decrease in expense due to less staff members. Also there were savings in cleaning, technology and material costs.

An Auditor review of HAL’s finances will be completed mid summer 2022.

Meeting attendees had no questions.

Board acknowledged Library Directors’ leadership and fiduciary diligence in working with funds provided.

Motion to accept Andrews Hughes summary.

Beth Bloss made motion to accept Finance report. Seconded by Pam Hahn.

Motion carried.

Building & Grounds..... Mr. Ken Solt, reported that the volunteer person is great asset to maintaining grounds.

Personnel..... Ken Solt reported when there is a meeting it will be posted. However, This will be done in an Executive Session .

Program..... Ms. Noelle Kramer ...There is no need for this committee, now. Employees now design programs.

Development.....Beth Bloss will be on this committee and will seek to connect with Friends of Library for fund-raisers

Operations & Procedures..... Ms. Jane Styer, TBD, & TBD no report

Courtesy of the Floor

Jane Shinko...thoughts concerning Lower Saucon Township.. OCL their lack of response also. It relies on HAL board to be proactive. Suggested we return money to OCL. Terminate the agreement with Lower Saucon because we have not received funds, although we were part of their 5 year plan. Question...Is HAL Meeting fiduciary responsibility to Hellertown residences by allowing Lower Saucon residents access to library without receiving fees. Also talked about open meetings all decisions being made in public, except for personnel which can be done in executive sessions

Suggested By laws minutes and agenda on website who are the board members. Noelle addressed lack of staff able to do this. This has been discussed and working towards this to happen on website. Jane Shinko said she will contact the state also.

Ken stated that Representative Bob Freeman has been very helpful to us.

Ken stated he appreciated Jane Shinko feedback.

No other comments from the floor.

Ken also stated that his home brew beer won competition and Wayerbacher Brewery will be donating portion of proceeds to the library.

Other ideas for the Friends.....make sure we do have games of chance licenses. Ken Solt reported that we do have this license.

Adjournment:

Beth Bloss made motion to adjourn at 8:06 PM

Seconded by Pam Hahn.

Motion passed.

Next meeting Wednesday March 22, 2022 at 6:30 PM