

**Hellertown Area Library Board of Directors
March Minutes
March 22, 2022
6:30 PM**

- 1. Call to order – President Solt called the meeting to order at 6:31 PM on Monday March 22, 2022**

Pledge of Allegiance led by Ken

Roll Call

Ken Solt, Jane Styer, Matt Marcincin, Pam Hahn, Director Noelle Kramer, Andrew Hughes, Beth Bloss
Absent Shantee Sajnani, Jasdeep Ahluwalia

A quorum was established

Guests attending: Vick Demko, David Jurgesen, Robert Phillip, Jane Shinko, Laura Ray, Aiden Deming, Michal Wehettman, Colin Drake, Barret Geyer, Robert Philip, Jane Hecker

Approval of Minutes – February 2022 A Motion made by Pam to accept the minutes, seconded by Matt. Motion passed.

Approval of Agenda

Motion by Beth to approve the agenda, seconded by Pam. Motion passed

Library Reports

A. Friends of the Hellertown Area Library – Ms. Jessica King, Mr. Ken Solt

- a. Jessie King Working with Kathy in the boro
- b. Upcoming Events.. Jessica King reported, they ordered more signs. Pave the way is underway. Jess is working to obtain grants for the library. Boro engineer met with Jess, willing to offer in kind services, which will be matched by another grant. ADA grant. Jess stated she has ideas for monthly fund raisers for the library.
- c. Beth reported the Development Committee will be working with the Friends Committee

B. Treasurer..... Mr. Andrew Hughes

Slides presented by Andrew, sent with agenda attachments

P & L revised Review of February balance sheet

P&L

We Backed out state money, hold that money until state gives us the date.
Revised P & L took out the state money

Hellertown emergency money listed each month rather than one lump sum.
Listed on the balance sheet

\$12, 109.88 Positive for February.

Questions.... On the P & L
no questions asked

Balance Sheet

Endowment bulk of our money
Bottom line with our endowment and donations we are in holding stable.

Questions
No questions asked

Andrew made a motion to accept the P & L and Balance Sheet. Matt
seconded.
Motion passed

C. Library Directors Monthly Report..... Ms. Noelle Kramer

Funding

- Hellertown Borough March funds will be deposited approximately March 22nd
- We received an additional \$6511.64 from the estate of Marcella Dimmick. This is the end of the Dimmick funds.

Technology

- We are out of compliance with Secure Trust. There is an issue with our firewall and our SSL certification. Integra is working on it. Secure Trust is changing their system. They are down for the weekend. Integra will get in touch with Secure Trust.

Meetings/Events

- sign-ups for the Easter Egg Hunt. They are seeking donations of eggs and items to fill the eggs. The hunt will be April 14th. Participants will initially be limited to 100. Should enough supplies be acquired the limit may raise. As space will be extremely limited, signups will first be available at library events in the second half of March. Signups will be accepted in person only. All signups must go through and be confirmed by Miss Andrea.
- Future: booked Eyes of the Wild for June 15th. They were almost booked for the summer, so we had to move. We will be looking for sponsors to cover the cost of the event.
- Noelle asked for official approved minutes from January for website....Jane sent it to her at end of the meeting.
- Board information is now on the Web site

Circulation figures will be reported quarterly.

II.		2020	2021	As of 3/11/22
III.	Total Patron Visits	19,301	30,003	5,091
IV.	Adults	13,095	19,205	3,565
V.	Juveniles	6,207	10,798	1,526
VI.	Circulation			
VII.	Physical	50,022	74,173	11,673
VIII.	Electronic	5,340	4,189	1,023 (As of Feb. 28, 2022)
IX.	Total	55,362	74,220	12,696
X.	New Patrons			
XI.	Residents	153	251	57
XII.	Non Residents	35	29	19
XIII.	Freemansburg New /Renewal	8	9	3

Personnel/Volunteers no report

Purchases/Budgets

We have received an ARP-IMLS Funds for Library Recovery for \$7274.00 for special populations. As this is a federal grant, we will need several policies in place. Please see attached that were included with the Agenda
Policies attached on Agenda

Travel Policy
Cash Policy
Travel, Cash and Surplus and Uniform Guidelines Policy

Director summed upIf you do not have the policy we are not eligible for the Grant

Motion made by Andrew to adopt the Cash, Travel and Surplus disposal and uniform purchasing Policies discussed. Seconded by
Motion passed
One abstention Jane Styler

Uniform Guideline Policy discussed. Motion was passed to accept the Uniform Guideline policy agreeing to review it each year.

Motion made by Andrew to accept policy.
Seconded by Pam
Motion passed
One abstain, Jane

At 7: 06 took break on discussion on these policies so we could think about it and also be able to finish the rest of the agenda.

Moved on with the Agenda

Budget:

Our budget was adopted in December. We based our budget on receiving LST funds. A revised budget was made which did not include the LST income. Boro of Hellertown contributed 75,000 for library for 2022 budget.

Donations are making up the balance of the budge

We have received generous donations. One donation received 3/22/22 was for \$10,000

Question:

Jane Shinko asked do patrons have option to request where donations go. Ans yes they have that option.

No further questions.

Motion to accept the 2022 Revised Budget
Motion made by Andrew, seconded by Pam
motion passed

3 STANDING COMMITTEE REPORTS

The Better World Books truck damaged property on Juniper Street. After multiple conversation with BWB they have arranged for the third-party vendor to contact our neighbor and make restitution. The footage proving that the truck was at HAL on Circulation report see below

Teen Trustee..... Ms. Shanti Sajnani

No report

Building/Grounds

- HAL follows the SVCD for weather related closings. If SVSD is closed, HAL is closed. If SVSD is on a two-hour delay, HAL is on normal hours. Snow removal has been consistent and early.
 - Need to have shed completed getting prices of concrete and lumber Ken looking into this.
 - Possibly asking teen volunteers with this.
 - Volunteers needed to put up the shed. Names taken from the guests at our meeting as possible volunteers.
 - Volunteers picked up the leaves reported Noelle...thank you

Development..... Ms. Beth Bloss

- The committee has agreed to work alongside the Friends of the Library Committee for their fund raising programs.
- Also reported that book sales are being discussed using ebay or marketplace.

Finance : Mr. Andrew Hughes

- Performance slightly better than Feb. Markets did better well below what we expected
- Reviewed overheads sent with agenda
- HAL endowment performance and other investments reviewed
- Andrew asked Any questions
- Jane Shinko have we had to use endowment to meet expenses. Andrew response not in 2022
- No other questions

Budget revisions:

- Our budget was adopted in December. We based our budget on receiving LST funds. A revised budget was made which did not include the LST income. Boro of Hellertown contributed 75,000 for library for 2022 budget .
- Donations are making up the balance of the budget

- Legal expenses increased by \$5,000.
- We received State income and we backed out of the P & L until resolved. We received the moneyLST services to be determined, we may have to rebate money back to commonwealth. Waiting on State OCL for direction.

Andrew suggests we revise our 2022 budget

Year to date donations:

- Jan Thru 3-19 we received \$39,000 donation...bulk of money from people
 - We have received generous donations. One donation received 3/22/22 was for \$10,000 in memory Edward N.

Question:

- From Jane Shinko Is it a mix of endowment and donations. Andrew clarified
- Dimmick money separate from endowment. No money to go into endowment until we have solvent budge for 2022
- Jane Shinko asked do patrons have option to request where donations go...consumption or endowment.
- Ans yes they have that option.

No further questions.

Motion to adopt the 2022 Revised Budget as outlined on PDF spreadsheet

- Motion made by Andrew, seconded by Pam
- motion passed

second motion to

accept the remainder of financial report

Jane Styler advised we file for audit as part of the record.

Operations & Procedures..... Ms. Jane Styler

NO REPORT

Personnel..... Mr. Andrew Hughes & Ms. Jane Styler

NO REPORT

Old Business:

- A. LST Agreement Proposal Ken sent proposal to leach council member as well as solicitor and manager short reply from manger, too late to put on agenda . They did not discuss. Ms. DeLeon read the proposal, which was recorded.

Question Ken asked

We put out to LST to date as March 21, email manager willing to extend reply to date if they are willing to put it on agenda for April. Are we supportive of this?
Board members agreed.

Ken will meet with manager, extend the proposal, send to each council member. Deadline, April 22

Motion made by Jane would the board be willing to extend the deadline and requesting it be placed on agenda for April .

Jane made the motion
Pam seconded the motion
Motion passed

Bylaws Corrections presented Andrew and Jane

Question from Andrew..... quorum if there is resignation, death, or rotation.

Jane pointed out it is under Article 5 A Officers and duties, Under term of office
Rotation question. What if ...we do not reply in timely manor We would still have quorum as far as vacancies go because of resignation or rotation or death. Answer yes we would still have quorum. This is for protection for HAL. It is in both Article 4.3 and Article 5.A

Motion to accept the Corrected by-laws

Motion made by Jane
Seconded by Pam
Motion passed

Return Discussion to Policy for the Grants

Should we make two motions or Adopt all the policies?

Ken suggested do it in two parts.
Travel, surplus, property and cash policies.
Andrew remade motion to accept Travel, Cash, Property and Surplus policies
Seconded by Beth
Motion approved
Abstain by Jane
Motion passed

Second motion to accept for Uniform Guide policy:

Motion made by Andrew to accept the Uniform Guide Policy and to reviewed on an annual basis.
Seconded by Pam

Approved
Motion passed
Abstain Jane

New Business

- A. Ken reached out to Bob Freeman. Received response from OCL, need more documents between library and township. All actions being currently reviewed. No actions to date. We did give them everything they asked for.
- B. Ken's beer donations from brewery went over well.

Courtesy of the Floor

Question asked will LST put us on the agenda?

Answer ..Ken will do what he can to have us put on the agenda.

Adjournment

Motion for adjourn 8:19 PM. Motion made by Jane seconded by Andrew. Motion passed.

Next meeting April 26, 2022 at 6:30 PM.

Respectfully submitted
Beth Bloss
Secretary