

## HAL MINUTES FROM July 26, 2022

### 1. *Call to order* – Meeting called to order by President Ken Solt at 6:32 PM on July 26, 2022

- A. Pledge of Allegiance led by Ken Solt
- B. Roll Call by Secretary Beth Bloss.  
In person Board: Ken Solt, Jan Styer, Pam Hahn, Beth Bloss, Noelle Kramer.  
Zoom Board members: Andrew Hughes, Matt Marcincin, Jasdeep Ahluwlia. In person guests: Ken Bloss, Jane Shinko, Rich and Claire Koehler. Zoom guests: Janie Hecker, Tom Reiger
- C. Approval of Minutes.  
Minutes were approved with the edit that Pam Hahn was absent for the June meeting. Motion to approve amended minutes by Andrew Hughes and seconded by Matt Marcincin. Motion approved.
- D. Approval of Agenda  
Motion to approve the Agenda made by Pam Hahn and seconded by Matt Marcincin. Motion approved

### 2. *Library Reports*

- A. Friends of the Hellertown Area Library – Ken Solt
  - a. Events  
From the Lost Taverns event, there is some funds to be given to HAL. There will be no pool fund raiser this summer. Community Day there will be a tent, but no book give away this year.
  - b. Nature of HAL-FOTHAL relationship  
Important reminder that we are a separate entity from the Friends of the Library group for tax purposes.
- B. Treasurer- Andrew Hughes  
Report from Andrew Hughes indicated we are in the black. We do have legal fees. Andrew presented review of June balance sheet, budget and P & L.

Questions from the floor. No questions

Motion made by Andrew Hughes to accept P & L, budget, and balance sheets.  
Seconded by Jane Styer.  
Motion approved.

Review of 990 Report and Audit Report. Andrew Hughes made a motion to accept the 990 and the prepared Independent Accountant Financial Statement as prepared by the Accountant. Seconded by Pam Hahn.  
Motion approved.

Noelle Kramer will make sure the Borough of Hellertown receives these reports.

Discussion regarding Authorization to bill LST for outstanding 2022 services rendered to date based on the 2021 rate and to continue that practice for remainder of year.

Motion made by Andrew Hughes to bill LST through July 2022 and then bill for each proceeding month for 2022. Continue billing until the 10 year agreement has lapsed or we hear differently from the OCL. Matt Marcinin seconded.

Motion approved with one abstention from Jane Styer.

## C. Library Directors Monthly Report-Noelle Kramer

### I. **Funding**

- Hellertown Borough funds were deposited on June 15<sup>th</sup>.
- Thanks to the efforts of Cathy Hartranft and Hellertown Borough council, HAL has been awarded a \$50,000 grant through Senator Lisa Boscola. This grant may be used for operating costs such as collections, programs, and technology support.
- The ADA Improvement Grant of \$5000 must be completed between October 1, 2022, and September 30, 2023.
- Vanguard has confirmed the Ken, Andrew, and Jane have been designated as authorized signatories on the Vanguard accounts.
- The auditor's review is complete.
- HAL's small Games of Chance license has been renewed.
- PA tax exempt renewal application has been submitted.

### II.

#### **Technology**

- Nothing to report.

### III. **Personnel/Volunteers**

- Nothing to report.

### IV. **Meetings/Events**

- "Eyes of the Wild" on June 15<sup>th</sup> was a huge success. We had over 75 adults and 65 children attend.
- Summer Reading is in full force. We have had a tremendous response. Adult participation is up.

### V. **Purchases/Budgets**

### VI. **Building/Grounds**

- During the fire extinguisher inspection, it was determined that five of our six extinguishers were expired and needed replacement. The total cost for

inspection and replacement was \$545. The extinguisher next to children's audiobooks is pulling out of the wall and must be moved.

- Lowe's ProServices has sent savings key fobs and stickers with HAL's account number.
- Storage space is at a premium. We need to build a foundation and the shed.

D. Teen Trustee-Jess King

Reported that her daughter is willing to serve as the Teen Trustee.

### **3. Standing Committee Reports**

A. Building & Grounds-Ken Solt

Ken Solt updated on the air conditioner

B. Development-Beth Bloss

Committee is working to store extra books in Bloss barn on Constitution Ave .

Purposing to have two yearly book sales.

C. Finance-Andrew Hughes, Jane Styer

- a. Adopt policy of "Any contributions/donations from non-government entities in excess of 1K to HAL which are non-restricted are eligible to be moved into HAL investment accounts on quarterly basis"

After discussion, motion was amended to grant preliminary approval pending review of updated wording regarding transferring of excess donations. Jane Styer to send out update wording.

Motion by .... Jane Styer seconded...Andrew Hughes

Motion approved.

- b. Approval to move 50K from Capital account into HAL's primary investment account (Vanguard) and invest in Corporate Bonds (VBTLX) over the next quarter
- c. Approval for minor realignment of HAL's Stock Portfolio both in terms of Stock/Bond mix (80/20 to 60/40) and increase the percentage of Foreign Stocks ownership by 5% of the total stock distribution

Motion was made by Jane Styer as per agenda as stated for Andrew Hughes to implement B & C above. Seconded by Matt Marcincin.

Motion Approved

D. Operations & Procedures- Jane Styer & Pam Hahn

Motion made by Jane Styer to adopt Interlibrary Loan Policy as stated in document to library. Seconded by Pam Hahn.

Motion approved.

Motion by Jane Styer to approve Circulation Policy as stated in document to library. Seconded by Pam Hahn.

Motion approved.

Motion to approve Gifts and Donations policy as stated in document to library, with the change of wording from Trustee to Director.

Motion to approve Material Selection Policy as stated in document to library.  
Seconded by Pam Hahn.

Motion approved.

Motion to table Freemansburg Policy till August Board meeting.

Motion approved.

E. Personnel- Andrew Hughes & Jane Styer

Nothing to report.

**4. Old Business**

A. LST Agreement/Services

No movement from LST

No correspondence from OCL

**5. New Business**

A. HAL's 30<sup>th</sup> anniversary

Consider having celebration

B. Email just received from Southern Lehigh Library they accepted \$50,000  
donation from Lower Saucon Township.

**6. Courtesy of the Floor**

From Jane Shinko -put Minutes (after approval) and operations documents on the  
website

**7. Adjournment**

Motion to adjourn by Matt Marcincin

Seconded by Jane Styer

Adjourned 8:59 PM

Respectfully submitted

Beth Bloss

Secretary

8/23/22

**Next meeting September 27, 2022, at 6:30 PM.**