



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

Library Board of Directors

Meeting Minutes – May 19, 2020

Library Mission: The Hershey Public Library is the hub of our community, creating possibilities for everyone to enrich their lives.

Present: Geoffrey Crout, Natalie Nutt, Sharon Miller, Hillary Marotta, Chris Abruzzo, Jordan Yeagley, Bill Ecenbarger, Sue Kreider, Leigh Anne-Dornberger

**meeting held virtually via Zoom*

1. Call to order 7:02 PM
2. Approval of January 21 (Attachment A) Motion made by Bill, seconded by Natalie. Motion passes.
3. Reports of Representatives
 - a. Friends of the Library Sharon Miller – Sharon gives an update that the Friends book sale is in question for this year. They will be discussing at their Board meeting later this month. If the book sale doesn't happen as planned it will certainly affect the budget for their next year. They are still waiting to complete the Friends Promotional Video, but they need to wait until some interviews can be conducted. Laura also adds that the Friends received a grant from the Pennsylvania Humanities Council to hold a virtual program for adults about the citizens of Gettysburg.
 - b. Endowment Trust Hillary Marotta – Hillary updates the Board on the activities of the Endowment Trust. She mentions that Laura would elaborate on the construction project later but for her update she'll just mention that the Endowment has been spending in accordance with the Grant and that once that project is completed they'll most likely relax spending until after 2021 to build the portfolio back up again.
4. New Business
 - a. Current state of library operations- Laura O'Grady – Laura updates the Board that since construction has resumed there has been one staff member in the building emptying the book drop (according to CDC precautionary guidelines). They're preparing for



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when they can resume lobby pick-up and are coming up with an appropriate staffing schedule.

- b. Guidance from Office of Commonwealth Libraries on resuming operations – Laura O’Grady. Laura shares the Framework for Reopening Libraries, issued by the Office of Commonwealth Libraries. It outlines that once Governor Wolf moves Dauphin County to a Yellow phase, the library can begin to move through three steps of progressively increased services. The steps include:

- i. Preparing the building
- ii. Lobby or curbside pickup
- iii. Limited in-person circulation with precautionary measures

Laura has purchased germ shields, face masks, a thermometer, gloves, wipes, and hand sanitizer to prepare for when staff and patrons are allowed back into the building.

- c. Construction update- Laura O’Grady. Laura updates that the construction project is about three weeks away and that the only major delay she’s aware of at this point is in the delivery of our outdoor furniture which is now slated for September.
 - d. Amending patron behavior policy to include virtual library use- Laura O’Grady (vote required) Laura remarks that we need to update our patron code of conduct to include virtual programming. Laura presents proposed changes to the Board. Sue makes a motion to approve, Hillary seconds the motion, motion carries unanimously.
 - e. RB Digital Lending Platform- Laura O’Grady – Laura mentions that DCLS, through County Coordination Aid, has purchased a lending platform called RB Digital which will allow for simultaneous use of audiobooks and magazines. The product should be available for our public within the next few weeks.
5. Old Business- None
 6. Financial Report – (Attachment B) Laura reviews the financial report for month ending April 30.
 7. Communications
 8. Staff Reports



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- a. Director & Staff Reports (Attachment C) Laura reviews the Director and Staff reports, remarking on low numbers for circulation and programming, while seeing high numbers in digital downloadable content.
9. Adjournment – Sue makes a motion to adjourn the meeting at 7:38 PM, Leigh-Anne seconds the motion, motion passes unanimously.

Attachments

- A. January 21, 2020 Minutes
- B. Financial Report
- C. Director & Staff Report
- D. Code of Conduct Policy

The next meeting of the Hershey Public Library Board of Directors is Tuesday July 21, 2020 at 7:00 PM