



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

Library Board of Directors

Meeting Minutes – November 30, 2021

Present: Sue Kreider, Natalie Nutt, Chris Abruzzo, Jordan Yeagley, Alison Trautmann, Leigh-Anne

Dornberger, Carin Kaag

Absent: Geoffrey Crout

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

1. Call to order – 6:59 PM Sue welcomed Bill back onto the board. His circumstances have changed, and he is willing and able to fill the rest of his term. Sue introduces Alison as the new library director.
2. Approval of July 20, 2021 minutes (Attachment A) - Carin makes a motion to approve the minutes, Chris seconds the motion, motion passes unanimously.
3. Reports of Representatives
  - a. Friends of the Library – Carin Kaag – Carin reports that the Friends held their book sale and it was very successful. Some changes were made to the flow of the event but attendees adapted well and it went smoothly. The Friends are also changing their annual author visit to shift it towards being a fundraiser. Admission will be charged for people who are not Friends members and a reception will be held for Benefactors. This year's author is Fiona Davis.
  - b. Endowment Trust – Jordan Yeagley – The Endowment is currently working on updating their distribution procedure and will vote on it in January. They are considering the reserve number and have upped the reserve to \$2.5 million. The biggest change in procedure is dissolving the distribution committee. Usually, a separate committee would approve changes and make recommendations. The Endowment is already composed of members of all boards; therefore, the library director will work with all boards as well as other stakeholders (staff, patrons etc.) to create expenditure lists in order to avoid creating another committee.
4. New Business



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- a. Plan for State Aid 2021-2022 (Attachment B) – Alison presents the submitted plan for State Aid. This information is sent to the State Library to inform them how the library plans to spend its annual State Aid distribution. This money is put towards staff salaries each year. Jordan asks if the funds we are getting this year are an increase from last year’s numbers. Alison reports that the funds received last year were part of the state’s bifurcated budget and directors were required to submit State Aid plans twice in order to receive the full amount.
  - b. 2022 Library Closing Dates – (Attachment C) – Alison presents the board with a document detailing the dates the library will close due to Holidays in 2022. The State permits libraries to close up to 12 days per year for holidays. Sue makes a motion to approve the Library Closing Dates and Natalie seconds the motion, motion passes unanimously.
  - c. 2022 Board of Library Directors Meeting Dates – (Attachment D) - Alison presents the board with the Board of Library Directors Meeting Dates for 2022. Sue makes a motion to approve the Meeting Dates and Chris seconds the motion, motion passes unanimously.
  - d. American Rescue Plan Funds from State Library – Alison updates the board on American Rescue Plan funds being distributed by the State Library. Each state-aided library has been assigned an amount of money from the Institute of Museum and Library Services’s ARP allocation. Alison is currently reviewing proposals for use to purchase book lockers that would allow the library to provide patrons with holds no matter when the library is open. Other options include other outreach opportunities and Wi-Fi extension.
5. Old Business
- a. Updated Organizational Chart (Attachment E) – Alison presents the board with a current version of the Organizational Chart. This reflects the library as it is currently operating.
6. Financial Report – (Attachment F) – Alison presents the financial report up to October 31, 2021. The library is on track for its yearly spending.



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7. Communications (Attachment G) – Alison presents communications from a variety of happy patrons ranging from compliments about the Chocolate Town Book Festival to compliments about our book displays. Sue added that the Edible Book Contest was well received by the Friends and she was impressed with the creativity at the event.
8. Staff Reports
  - a. Director & Staff Reports (Attachment H) – Alison presents the statistics for July, August, September and October 2021. The library is still seeing increasing attendance and visits to reach pre-COVID numbers. Careful monitoring of the Omicron variant will affect next steps for safety precautions and in person programming. A brief discussion regarding in person programming was held.
9. Adjournment - Sue makes a motion to adjourn the meeting, Natalie seconds the motion. Motion passes unanimously Meeting adjourns at 7:26 PM.

#### Attachments

- A. July 20, 2021 Minutes
- B. Plan for State Aid 2021-2022
- C. 2022 Library Closing Dates
- D. 2022 Board of Library Directors Meeting Dates
- E. Organizational Chart
- F. Financial Report
- G. Communications
- H. Director & Staff Report

*The next meeting of the Hershey Public Library Board of Directors is 7 PM on January 18, 2022*