



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

Library Board of Directors  
Meeting Agenda – March 15, 2022

Present: Bill Ecenbarger, Karen Golin, Jordan Yeagley, Geoffrey Crout,

Chris Abruzzo, Natalie Nutt, Carin Kaag

Absent: Susan Kreider

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

1. Call to order: In the absence of the president, Geoffrey Crout called the meeting to order at 7:15pm.
2. Approval of January 18, 2022 minutes (Attachment A): Chris made a motion to approve the minutes, Bill seconded. The minutes passed with unanimous approval.
3. Reports of Representatives
  - a. Friends of the Library – Carin Kaag – Carin noted that the Friends are looking forward to welcoming Fiona Davis as part of their author visit for National Library Week. At their most recent board meeting, they approved several library projects proposed by Alison. Included in these projects are a Library of Things, a subscription to the e-mail service Savannah/Orangeboy, covering extra expenses for book locker installation and new iPads and mounts for patron use.
  - b. Endowment Trust – Jordan Yeagley – Jordan shared that the Endowment Board created and passed a distribution policy and authorized funds for several projects that Alison is currently implementing. From website and logo redesign to new window treatments, doors and coping repair, the various projects will enhance the daily operations of the library. The trust has been performing well and the Endowment is looking forward to supporting the library in the future.
4. New Business



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- a. Upcoming Policy Review – Alison alerted the board to several upcoming needs with regards to policy update and creation. The Collection Development Policy was last updated in 2017 and needs to be revised. Two policies the library lacks are a Local Author Policy and a Gifts and Donations policy. Those two policies will be newly created. Chris asked if Alison was planning on clearing these policies with the Township’s lawyer. Alison will make sure these policies are presented to the township’s legal counsel before board approval is requested.
  - b. Fine Free Discussion – Alison started the discussion about fine free materials by giving a brief presentation on myths vs. facts when it comes to going Fine Free. She said that other libraries have found it to be an excellent way to increase usage by eliminating barriers to access. The Board’s overall concerns were books not being returned and people taking advantage of the lack of financial penalty. Alison commented that fines will be retained on Hotspots and Hershey Garden passes. Replacement fees for lost or damaged books will also continue to be charged. Alison also mentioned that one option for testing fine free would be to make children’s materials fine free and then evaluate results before continuing onward. The Board tasked Alison with looking into the below data points, after which the discussion was tabled until the next meeting, with Alison encouraging board members to contact her with any questions or for clarification.
    - i. Number of cards that are suspended and patrons have not been back.
    - ii. Inactive cards that have fines
5. Old Business
- a. Library Operating Hours – Alison updated the board on current plans for restoring library operating hours. For 2022, she will ask for more hours for a staff member to work in the back room processing items. Having more time with this staff member will help relieve pressure felt in other areas of the library and offer flexibility and coverage for public facing work as well. During 2023 budget plans,



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she will request 2 part time staff members to increase evening hours. After that we will wait to see how the Community Center impacts the township's budget and reevaluate at that point. The focus is on providing excellent service in the hours the library is open rather than stretching to previous hours and potentially losing long time staff members. Sunday hours are not likely to return as they were previously the library's lowest day in terms of visitors.

6. Financial Report – (Attachment B) – Most financials are currently being spent as expected. Alison highlighted that Hoopla has proved to be a popular service and, because of its billing model, is starting to cost the library more money. A discussion ensued surrounding ebooks and potentially changing the cost of a library card for non-residents. Alison will pull data regarding how many Hoopla users are not from Derry Township and information on what format users are borrowing in Hoopla.
7. Communications – (Attachment C) – Alison shared pictures of small library users watching Miss Rita's online story times.
8. Staff Reports
  - a. Director & Staff Report (Attachment D) Alison noted that February was a slow month for meetings and visitors due to Omicron and bad weather. However, anecdotally in March, staff are seeing a significant increase in people visiting the library.
9. Adjournment – Chris made a motion to adjourn the meeting, the motion was seconded by Jordan. Meeting adjourned at 8:25pm by unanimous approval.

#### Attachments

- A. January 18, 2022 Draft Minutes
- B. Financial Report
- C. Communications
- D. Director & Staff Report



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*The next meeting of the Hershey Public Library Board of Directors is 7 PM on May 17, 2022*