



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

Library Board of Directors

Meeting Minutes – July 19, 2022

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

Present: Susan Kreider, William Ecenbarger, Geoffrey Crout, Alison Trautmann, Karen Golin, Carin Kaag

Absent: Chris Abruzzo, Natalie Nutt, Jordan Yeagley

1. Call to order: Susan called the meeting to order at 7:03pm
2. Approval of May 17, 2022 minutes (Attachment A) Bill made a motion to approve the minutes, Carin seconded the motion, the minutes were approved by unanimous consent.
3. Reports of Representatives
 - a. Friends of the Library – Carin said the Friends are preparing for their annual book sale that starts on August 6 with a preview night on August 5. The friends are also partnering with the library and other community organizations to host Afrofuturist author, Nnedi Okorofor, on November 8.
 - b. Endowment Trust – Jordan was unable to attend but Alison made the board aware that the new doors purchased by the Endowment had been installed right before their meeting. She also told the board that time for carpet installation had been scheduled for August 29 and 30 and would require the library to close for 2 days to allow for movement of bookshelves. The staff plans to offer curbside service during those times.
4. New Business



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- a. Local Author Policy (Attachment B) – Alison reviewed the Local Author Policy with the board. A vote to approve the policy will be taken at the next board meeting. This policy has been approved by the Township’s solicitor.
 - b. Borrowing Policy (Attachment C) – Alison reviewed the updated Borrowing Policy with the board. The borrowing policy allows A few changes were suggested. Carin recommends that we increase the amount of fines for items such as museum passes and hotspots to \$2.00 rather than \$1.50 to make it easier to calculate fines. The fines for DVDs would be decreased to \$1.00 as they are no longer as popular as they used to be. Bill also recommended that the amount charged for InterLibrary Loans that are not picked up be changed to \$3.00 instead of \$2.50 as mailing costs have increased.
 - c. Hoopla Discussion – The Board discussed Hoopla expenses and borrowing information presented by Alison. The library will change Hoopla borrows from 3 to 5 borrows per month as of August 1, 2022 and set a monthly budget limit to control spending on the platform. At the end of 2022, the service will be discontinued as it is difficult to control spending when the library pays a fee each time a patron borrows an item on the platform.
 - d. State Library Budget – Alison informed the board that the State Library subsidy was increased by 18%! This will increase the amount of money received by the state for the library.
5. Old Business
- a. Library Disposal of Surplus Equipment or Materials Policy (Attachment D) – This policy had been presented at the May meeting. Alison asked if anyone



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had any changes to make to the policy. There were no comments. Carin moved to accept the Library Disposal of Surplus Equipment or Materials Policy as presented, Bill seconded the motion. Unanimously approved.

- b. ARP Funds Project Update – Alison updated the board on current ARP funds. The book lockers have been ordered and were sitting in a port as of July 4. She is attempting to acquire plans for the lockers in order to secure a building permit. Smiota is giving her trouble in that regard. She will keep the board updated on any progress made.
6. Financial Report – (Attachment E) - Financials are progressing as expected except for the greatly increased spend on Hoopla.
7. Communications – (Attachment F) – Alison shared positive comments from patrons as well as the amount of blood collected at the latest blood drive. Carin shared positive interactions she heard about from a friend regarding Ms. Rita’s helpfulness when her daughter was looking for books.
8. Staff Reports
 - a. Director & Staff Report (Attachment G) – Alison shared data from May and June that showed significant increases in new patrons and people visiting the library.
9. Adjournment
 - a. Bill made a motion to adjourn the meeting. Karen and Geoffrey seconded. The meeting adjourned at 8:00pm.

Attachments

- A. May 17, 2022 Draft Minutes
- B. Local Author Policy



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- C. Borrowing Policy
- D. Library Disposal of Surplus Equipment or Materials Policy
- E. Financial Report
- F. Communications
- G. Director & Staff Report

*The next meeting of the Hershey Public Library Board of Directors is 7 PM on September
20, 2022*