



Library Board of Directors

Meeting Minutes – January 17, 2023

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

*Present: Chris Abruzzo, Sally Copeland, Geoffrey Crout, William Ecenbarger, Karen Golin, Natalie Nutt, Jordan Yeagley, Alison Jacobine, Carin Kaag*

*Absent: None*

1. Call to order – Geoffrey Crout called the meeting to order at 7:05pm.
2. Approval of November 15, 2022 minutes – Geoffrey pointed out that point 6 was incomplete. The completed sentence should add “check for leaks.” Bill added that the date of the next meeting at the bottom was incorrect. Alison will make these edits. Bill moved to approve the minutes as edited, Natalie seconded. Unanimously approved.
3. Reports of Representatives
  - a. Friends of the Library – Carin Kaag - Carin reported that activities for the Friends have been quiet since the last meeting. The pop-up booksale in December raised ~\$1,400 for the Friends and this will be continued as a yearly event to allow the Friends to reach people before the holidays.
  - b. Endowment Trust – Jordan Yeagley – Jordan reported that the library is putting the finishing touches on last year’s projects including the new logo and website. Next year’s projects will be voted on at the next meeting. There are a few different items being suggested such as new signs and longer term projects such as strategic planning. Jordan will give more information on the projects as they move forward.
4. New Business
  - a. Library Board Officers for 2023 – Election
    - i. President –Bill nominated Geoffrey Crout as President. Chris seconded. Natalie seconded. Unanimously approved.
    - ii. Vice President – Karen Golin was nominated as Vice President by Chris, seconded by Bill, unanimously approved.



- iii. Secretary – Bill Ecenbarger was nominated Geoffrey and Karen seconded the nomination. Unanimously approved.
  - b. Gifts and Donations Policy (Attachment B) – Alison reviewed the proposed Gifts and Donations Policy draft. She will provide all presented policies to Derry Township’s solicitor and a vote will be taken on the policies next meeting. The purpose of this policy is to ensure the library can accept or deny donations as they relate to the library’s mission and support its future growth. Carin noted that a period was missing after item #4. Alison will make this correction.
  - c. Security Camera Policy (Attachment B) – Alison reviewed the security camera policy which covers how the library will use security camera footage. Carin asked if it covers how law enforcement can access the footage. Alison pointed out the relevant section in the policy.
  - d. Publicity and Posting Policy (Attachment C) – This policy is already used by the library to govern how items are selected from outside organizations to display in brochure racks and community bulletin boards. Alison will add wording that states items for posting need to be dropped off at the front desk to avoid issues with printing and spam but otherwise, the policy is as described. All presented policies will be voted on at the March Library Board meeting.
5. Old Business – There was no old business.
6. Financial Report – (Attachment E) – Alison reviewed the Financial Report and pointed out that there were some unexpected expenses this year but overall, the library came in under budget. A discussion occurred regarding the increased water usage. Alison will further investigate this increase and finally determine if it is the result of a leak or not.
7. Communications – (Attachment F) Alison shared communications from patrons who enjoyed the library as well as confirmation from the State Library that the library’s Plan for State Aid was approved.
8. Staff Reports
  - a. Director & Staff Report (Attachment G) – Alison reviewed the director’s report for November and December. There were no questions.



- b. Year in Review (Attachment H) – Natalie wanted to know how they compared to 2019 numbers. Alison said she would see if she can evaluate 2019 data to see if the hours we are open – Bill then asked how many of the 37,707 cardholders were Derry Township residents. Alison said she would investigate this number as well.
9. Adjournment – Chris made a move to adjourn and Natalie seconded the motion. The meeting was adjourned at 7:48pm.

#### Attachments

- A. November 15, 2022 Draft Minutes
- B. Gifts and Donations Policy
- C. Posting and Publicity Policy
- D. Security Camera Policy
- E. Financial Report
- F. Communications
- G. Director & Staff Report
- H. Year in Review

*The next meeting of the Hershey Public Library Board of Directors is 7 PM on*

*March 21, 2023*