



Library Board of Directors

Meeting Minutes – May 21, 2024

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

Present: Geoffrey Crout, Karen Golin, Alison Jacobine, John DeFrank, Cheryl Dellasega, Natalie Nutt, Olivia Backenstoos (member of public)

Absent: Chris Abruzzo, Jordan Yeagley, Darby Valego, Caroline Schwalm

1. *Call to Order:* Geoffrey called the meeting to order at 7:02pm. Alison introduced Olivia Backenstoos and noted that she is attending the meeting as part of a school assignment.
2. *Approval of Minutes:* Karen made a motion to approve minutes from the March 19, 2024 Board of Library Directors meeting. John seconded the motion. The minutes were approved unanimously.
3. Reports of Representatives:
 - a. Friends of the Library: Alison read a report submitted by Caroline. The Annual book sale is coming up on Saturday, August 3 – Tuesday, August 6 with volunteer signups going out in the beginning of July. Summer Reading starts June 1 and the Friends have named the Summer Reading program in honor of Judy Dunn. The Friends will be holding a reception to honor Judy at the end of Summer Reading. A separate account for donations in honor of Judy has been established to support Summer Reading activities.
 - b. Endowment Trust: Alison provided the update for the Endowment Trust. She mentioned that the library is now lending puzzles courtesy of the Endowment and all but one puzzle is currently checked out. The tables purchased by the Endowment have been received and are now installed in the meeting room. They look fantastic!
4. New Business
 - a. Code of Conduct Policy Revision: Alison reviewed the updates to the Code of Conduct. One extensive revision includes an appendix regarding service animals. Natalie asked if the age of unattended children in the policy matched the one from the Community Center and asked that it be consistent across both township departments. Natalie asked if the library had seen issues with high school students using the parking lot as the Community Center has seen a significant number of issues. Alison said there are approximately 3 cars that might be from students parking at the library.
 - b. InterLibrary Loan Policy Review: Alison reviewed the updates to the InterLibrary Loan policy. These updates reflect how InterLibrary Loan currently functions. One big change is the choice to limit the number of active requests. The cost of lending and packages continues to go up and the increase in use of InterLibrary Loan is not sustainable with a part time InterLibrary Loan staff member. The policy also eliminates the ability to cancel requests. We are unable to cancel requests quickly enough to avoid being charged for a package. John asked if book clubs were aware they could request books through



InterLibrary Loan and asked if people are ignorant of the fact that the library needs to pay for this service. Alison said she could have Aly send out information on InterLibrary Loan to book groups at the library and the staff is working to help patrons understand the costs of InterLibrary Loan without discouraging them from using the service.

5. Old Business
 - a. Strategic Planning Discussion: Geoffrey talked about the strategic planning meeting that was held on May 7. He talked about a 5 year plan and wanted to find out what direction this board wanted the library to take in the next 5 years. Karen mentioned that the group is hoping to more clearly define the responsibilities and boundaries for each group involved with the library. Geoffrey wants to identify some projects so we can work with the boards to decide who is responsible for those projects. Some brainstormed ideas were:
 - i. Film series
 - ii. Multi-humanities/artistic programs
 - iii. Continued Distinguished Speakers, increase the number held?
 - b. Karen asked what gets people through the doors and Alison said some high attended programs are the Distinguished Speaker in April as well as seasonal programs. Alison also mentioned that the staff wants this library to be the best in the area.
6. Financial Report: Alison presented the financial report ending in April of 2024. She noted that expenses are trending as expected.
7. Communications: Alison showed a thank you note from a patron regarding the helpful nature of the staff.
8. Staff Reports: Alison presented the data for March and April. Some slight decreases in physical lending but continued large increases in digital lending. The Library is seeing steady event attendance and strong numbers of people using the building for studying and relaxation.
9. Adjournment: Natalie made a motion to adjourn; Karen seconded the motion, and the meeting was unanimously adjourned at 7:59pm.

The next meeting of the Hershey Public Library Board of Directors is 7 PM on July 16, 2024