



Library Board of Directors

Meeting Minutes – November 19, 2024

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

Present: Geoffrey Crout, Alison Jacobine, John DeFrank, Cheryl Dellasega, Natalie Nutt, Caroline Schwalm, Jordan Yeagley, Karen Golin, Dominic Giovanniello

Absent: None

1. *Call to Order:* Geoffrey called the meeting to order at 7:00pm.
2. *Approval of Minutes:* Natalie made a motion to approve minutes from the September 17, 2024 Board of Library Directors meeting. Karen seconded the motion. The minutes were approved unanimously. Before proceeding, Geoffrey welcomed Dominic Giovanniello as the new supervisor appointed to the Library Board.
3. Reports of Representatives:
 - a. Friends of the Library: Caroline reported on the Chocolate Town Book Festival success, the forthcoming pop-up book sale and Patrick Kerksen Trio event in December as well as updates on the Hershey Reads program. She also mentioned that people should contact her if they know anyone who would be a good fit for the Friends Board or the Endowment Board.
 - b. Endowment Trust: Alison reported on Darby's behalf. At their October meeting, the Endowment reviewed requests for the 2025 calendar year. Some highlights include more doors with windows for meeting rooms and Rita's office, new security gates, self-checkout for the children's area, bottled water refill station and computer tables and chairs to replace heavily used ones in the current computer area.
4. New Business
 - a. 2025 Closure Dates for Hershey Public Library: Alison presented the planned closure dates for the Hershey Public Library. The one change from normal closures is to close on July 5 since July 4 is a Friday in 2025 and the library generally does not see many visitors that weekend. Jordan made a motion to approve the closure dates. John seconded the motion and the dates were unanimously approved.
 - b. 2025 meeting dates for Hershey Public Library Board of Directors: Alison presented the 2025 meeting dates for the Board of Directors. Derry Township will advertise the dates to comply with Sunshine Law. Geoffrey made a motion to approve the meeting dates. Cheryl seconded the motion and it was approved by unanimous consent.
 - c. Local Author Policy: An updated version of the Local Author Policy was presented for approval. Changes were made to remove programs that no longer exist and update the procedure for how Chocolate Town Book Fest now works. Karen made a motion to approve the updated policy, Natalie seconded and the changes were unanimously approved.



- d. Borrowing Policy: Alison provided a revised version of the Borrowing policy that adds borrowing guidelines for Library of Things items purchased by the Endowment. John made a motion to approve the updated policy, Dominic seconded and the changes were unanimously approved.
5. Old Business
 - a. Library Card Policy: Alison presented the Library Card Policy for approval. She noted that the lawyer added the “Section 9375 of the Public Library Code” section that indicates that the library’s patron records are private with no age limit. A discussion ensued regarding a lack of age limit when it comes to library card records. It was decided that Alison would go back to the lawyer for clarification regarding how the policy operates with regards to minors and parental access. The policy was tabled for review at the January meeting.
6. Financial Report: Alison presented the financial report ending in October of 2024. She noted that a quarter of the year is left and a quarter of the budget remains. The library should come in under budget this year as there have not been many unexpected expenses.
7. Communications: Alison showed pictures from the most recent Pumpkin decoration challenge and told the board that the library had received a donation from the estate of Susan E. Britting.
8. Staff Reports: Alison presented the data for September and October. Digital circulations went down in October due to changes in how Libby. Libby now follows library guidelines when it comes to enforcing expiration dates.
9. Adjournment: Geoffrey made a motion to adjourn; Dominic seconded the motion, and the meeting was unanimously adjourned at 7:42pm.

The next meeting of the Hershey Public Library Board of Directors is 7 PM on January 21, 2024