

Borough of Hanover / Library Work Group
Meeting Minutes
January 17, 2022
Guthrie Memorial Library Bare Center, Hanover

Councilman Hegberg convened the meeting shortly after 4PM in Councilman Reichart's stead.

Attendance: Council Members: Chairman Bill Reichart (arriving at 4:13PM), Chuck Hegberg; Board of Governor Representative Chrissy Rosensteel, HPLA Representative Dan Frey with Ex officio members: Borough Manager Nan Dunford, Library Director Shanna Hollich, YCL Director of Library Administration John Miller, and guests Director of Planning and Engineering Eric Mains, Solicitor Tim Shultis and Borough Administrative Assistant Valerie Meyers

Not in Attendance: Councilman Tim Kress and Library Administrative Assistant Faith Soto

December Minutes: Approved by Rosensteel; seconded by Hegberg. Passed unanimously.

Councilman Hegberg suggested an adjustment to the agenda starting with the Buchart Horn report.

Space/Programmatic Study Update: Director Mains offered copies of Buchart Horn Architects' project review meeting, sharing that the meeting was held in two parts: first at the Borough Office and secondly at the Library, the latter which included a tour of the building. He reported that consideration was given to optional designs (other than the plan for divisions by floors) to share workspace based on staff function. The next step is for the architects, who are versed in code requirements, to create a sketch of departmental layouts; Director Mains expects to receive it by Wednesday, January 19. Manager Dunford questioned whether approval would be required by Public Works; this would not be necessary as Borough Council has already committed to the potential for a mixed-use building. Plans would pass next to Borough Council and the Board of Governors, as well as Public Works.

Presentation of Library Governance Models: Director Hollich presented four governance models beginning with a review of the Library mission statement and role as a community connector and noting that the Library is designated as a PA Forward Gold Star Library and has the most usage of the York County branches. Hollich reinforced the long-term goal of financial sustainability. The four models include:

1. The Library governed as a municipal entity.
2. The Library operating as a non-profit, 501c3 organization.
3. The Library being a branch of a larger system.
4. The Library having some privatization charging per use fees.

With each model, Director Hollich presented revenue estimate and expense percentages. She added the expectation of continuing to decrease expenses (due to staffing) and the goal of increasing revenue where possible. Following her presentation, the floor was open for discussion. Mr. Hegberg requested input if the text of the deed would allow for the parcel being categorized differently as the building. Mr. Shultis affirmed that the intent of the wording is to view the guidelines as pertaining to the entire property. It was agreed that Model #4 is not favorable, and Model #3 is not the best fit; it was also agreed that further evaluation and refinement of the existing model while possibly adding a non-profit portion to the existing model is preferable. Informal agreement was given to retaining current

membership with YCL while pursuing the creation of a 501c3 including any Articles of Agreement to maintain the intention the building being a multi-use facility. It was presented as an option that the Borough's Fair Share of expenses would be the building itself; receiving other municipalities Fair Share was also mentioned as of concern. Mr. Frey added that fundraising will be easier once the model is defined.

Scope of Work for Potential of Hiring a Consultant: Consideration was given to pursuing the process of hiring a consultant. Mr. Frey questioned if the study couldn't be done internally. Mr. Reichart offered that the professional analysis and unbiased evaluation would be beneficial. Mr. Hegberg added that there would be the value of an impartial researcher asking probing questions and helping to cast a future vision. Director Hollich mentioned that she has connections within the library associations who could review a Request for Proposal for the study so that it would be as specific as possible and so that it includes all essential elements. It was also mentioned that a professional evaluation would add credibility to any future legal action.

Next Steps:

1. Director Hollich committed to seeking input from library colleagues on the RFP.
2. Mr. Frey committed to proofreading the RFP and will then circulate it to work group members.
2. Director Mains will share forthcoming report from Buchart Horn Architects.

Meeting Adjourned at 5:35PM

Next Meeting is scheduled for February 21, 2022 at 4PM at the Guthrie Memorial Library Bare Center.

Respectfully submitted by,

Valerie Meyers