

**Wyomissing Public Library
Board Meeting
Tuesday September 17, 2013
Community Room
4:30PM**

Meeting called to order at 4:35 PM

Members Present: Cathy Ciatto, Louise Cramp, Lynn Driben, James Hagn, Jill Mahon, Steve Pottieger, Dan Rothermel, Terri Stallone, Laurie Waxler, Doug Weaver, Sara Cosentino, Lisa Leayman

Library Director: Colleen Stamm

Borough Council Representative: Dan Phelps

President's Report:

1.) e-books launched on June 25 and is going well so far. 2.) Block Party held on August 17 had 100 – 150 kids in attendance. There were teen and board member volunteers, the fire, police, and sheriff's department. 90% of food was donated and the money that was spent on food was part of the Centennial Fund. 3.) Renovations: the priority now is to get rid of the echo in the Community Room. We have used \$112,000 of the \$150,000 allocated for renovations. All other projects are on hold until the sound problems are corrected. 4.) Fall Newsletter: \$500 in advertisements were sold, which will pay for part of the production of the newsletter. Hoping for \$800 in ads for next newsletter. Chipotle ad is in the newsletter, but the newsletter will not make it to the homes in time. Chipotle event is on Facebook, website, and an email blast will be sent out. 5.) Fundraising: Concentrate on selling ads for newsletters. Birthday parties are good, but Corinne cannot be expected to come in every Saturday. Explore possibility of hiring someone to run the party; charge \$200 for the party, pay a person \$50. 6.) Server needs to be replaced and cost is \$11,000. We are exploring bids from other companies. 7.) New Board Members are needed to replace exiting members. The new members must be willing to raise funds and give ideas on additional fundraising. 8.) A company was hired to help with fundraising ideas. They will charge a one-time fee of \$900, which we hope we will recoup by utilizing their ideas. 9.) Association dues by board members are due. All members of the board are required to pay the association dues and attend 7 meetings.

Treasurer's Report:

Working on 2014 budget. Expenses are growing, revenue has dropped. We need to develop a plan for what we can and should do when we are in the red.

Corresponding Secretary: No report.

Library Director's Report:

1.) Audiobooks are now off of the Circulation Report. E-books are going well so far. Colleen had hoped it would have a higher number than 28, but trying to spread the word. Reading Public Library is doing much better with their e-books. 2.) Children's programs are up significantly in August - Block Party statistics were reported in these program statistics. 3.) The circulation system upgrade is going well so far. Equinox tech support is good. 4.) New part time employee hired, Jill Mahon. 5.) August Statistics are reported below:

- a. Circulation: Circulation for the month was 8,139 items which is a 12% decrease compared to last year.
- b. Overdrive e-Books: e-books downloaded were 28
- c. People: There were 4,744 people who entered the library which is a 7% decrease compared to last year.
- d. Computer: There were 653 people who used the computer; a 1% decrease compared to last year.
- e. Children's Programming: There were 903 children, teens and adults who participated which is a 27% increase.
- f. Adult Programming: There were 77 adults who participated which is an 18% increase.

Committee Reports:

1. Community Affairs: 1.) October Speaker Series will feature five authors. We need 2 volunteers per event. The volunteers will introduce the speaker and give a short bio, facilitate the Q&A in order to keep it from going too

long. Every library in the county hosts events for this monthly program. Supplements will be in the Reading Eagle and the hope is that ours will be included in its entirety. 2.) Trolley Rides are scheduled for December 13 from 5:00 – 9:00. We will charge \$2 per seat and tickets will be purchased in advance at the front desk. The rides will leave every half hour starting at 5:15 with the last one leaving the library at 8:15. In the Community Room, there will be Santa, ornament making, and a professional singer to lead the guests in carols. Hot chocolate, cookies, and milk will be provided. Board members may be asked to bake cookies for this event. We will need a total of 8 volunteers: 4 volunteers from 5:00 – 7:00 with 2 on the trolley and 2 in the Community Room and the same for the 7:00 – 9:00 time frame. A sign-up sheet was passed around.

2. **Building and Grounds:** There were ant and bee issues in the front yard of the library this summer. Green Giant took care of the problems.
3. **Nominating:** Ann Sutherland and Lynn Driben will be leaving in December. Two at-large members will move into voting positions. This opens up two at-large positions. The Board is asked to submit names to James of people who would be a good addition to the board. The candidates must be able to donate 4-6 hours of service a month beyond meeting times.
4. **Fundraising:** 1.) The Fundraising Committee is not limited to the actual committee. Every member of the board is part of fundraising. We need to develop relationships with donors and start tracking our successes for the future. Suggested calling donors and asking them to up their donations. 2.) Election Day Bake Sale will be held in November. A sign-up sheet will be passed around at the October meeting. 3.) Holiday Baskets: Basket of Cheer, Book Basket with Nook, and Game Night Basket were the three most popular baskets last year. Will repeat this year. Another suggestion was a Mystery Wallet, filled with small gift certificates from local shops, gas, stations, etc. We will need a total of 4 baskets for raffle and one large item for silent auction. Terri and Cathy will email what they need for the baskets. Laurie asked that the donation be very specific with a minimum value of \$250. 4.) Nolde Forrest is creating a limited edition ornament for the library. We will take pre-orders and order a total so we will not be left with leftovers. They will make them for \$9 and we can sell them for \$20. They will be dated and have the library's logo with the window. They need to be ordered by December 1st. We could order extras to sell during the Holiday Trolley Tour. We can also start taking orders for it at the Election Day Bake Sale, and can have one on display. 5.) There will always be competition for the Derby Party because of other events happening in the area on the same date. Suggestions for Derby Party include: wait two weeks for replies, add people to the mailing list if responses are low; email Save the Date and have people email the library if they are interested; Sending an evite instead of paper invitation 6.) We are exploring other ideas for large fundraisers. A wine and cheese or wine and chocolate tasting event was discussed. Tables could be sponsored.
5. **Finance:** No Report
6. **Personnel:** Laurie Waxler proposed giving Colleen Stamm 8 weeks of maternity leave instead of the 6 weeks which is listed in the Personnel Policy. Colleen has enough sick and vacation time to cover the days she will be on leave. The board passed the following motion unanimously:
THE PERSONNEL COMMITTEE MOVES THAT COLLEEN STAMM WHO IS VITAL TO THE RUNNING OF THIS ORGANIZATION BE ALLOWED TO TAKE 8 WEEKS OF MATERNITY LEAVE DESPITE THE FACT THAT THE CURRENT POLICY PROVIDES FOR ONLY A 6 WEEK LEAVE.

Unfinished Business: None

New Business: 1.) One Book One Community: Book Discussion events being held at over 90 libraries throughout Berks, Lancaster, and Lebanon County. Our library's event will be held Monday, October 28th at 7:00 PM in the Community Room. The book is The Cellist of Sarajevo by Steven Galloway. Refreshments will be served.

Meeting adjourned at 5:45 PM.

Next Executive Meeting: Tuesday October 8, 2013 at 5:00 PM

Next Board Meeting: Tuesday October 15, 2013 at 4:30 PM

Minutes submitted by Sara Cosentino