

**Wyomissing Public Library
Board Meeting
Tuesday February 18, 2014
Community Room
4:30PM**

Meeting called to order at 4:35PM

Members Present: Laurie Waxler, Dan Rothermel, Terri Stallone, Doug Weaver, Kevin Wagner, Sara Consentino, Dan Phelps (Borough Representative), Heather Mikes Miller, Lisa Leahman, Alan Miller, Joe DeMarte

President's Report:

- 1.) Kultivate's presentation was informative. Their suggestions will be applied primarily to the fundraising and membership committees.
- 2.) Board members please turn in your questionnaires.
- 3.) Just received the library mailing. The addresses were more personalized than before however we should continue tweak the greetings to those donors that have preciousy given.

Treasurer's Report:

Some numbers appear way off the budgeted amounts. This is a result of the annual amounts being divided by twelve then allocated evenly per month therefore the numbers look smooth throughout the year when the money actually comes in/out in 'lumps'.

- 1.) E.G. Income item "Association Dues" shows a target of \$3,750 for January but the actual was \$945. January is typically a slow time for this type of income.
- 2.) The expenses account 4000 (payroll, health insurance) appears high for January because there were three pay periods in that month instead of two.
- 3.) Account 5520 "Other & Internet fees" is high. This account includes: Internet fees, Quickbook fees, travel and mileage expenses and the Millenium fee of \$2,667 which is paid in June.

Corresponding Secretary:

1. A Thank you letter from Colleen Stamm was received. She bought curtains for the new babies room!

Library Director's Report:

1. Circulation: Circulation was down 6% from last year.
2. Overdrive: There were 44 downloads, the highest level ever.
3. People: January saw a 49% decrease in attendance. Earl is checking the people counters for proper function. January also saw two closings as well as an early dismissal.
4. Computer: 508 people used the computer for an 8% decrease.

5. Children's programming: 548 children participated in events for a 22% decrease. These statistics are way down because of the Centennial birthday party was held in January 2013. Although Corinne's pancake party was well attended in January it was not enough to make up the difference.
6. Adult programming: There were 102 adult participants for a 13% decrease.
7. Audio e---books: In January there were 21 downloads for a 133% increase. Even though January saw a dramatic increase in people using this service we are not sure it is worth the expense. The service will be reviewed before the renewal in April.

Community Affairs:

1. The Great Decisions Series begins March 4th and runs through April 23. Every board member must sign up to chaperone an evening. There are still slots available.
2. Allen Miller noted that the World Affairs Council of Reading began the Great Decisions Series and would like to be acknowledged before each session. Laurie believes we have always, and will continue, to do so.

Building and Grounds:

1. The downspout by the Reading Room was leaking and has been repaired. The library was constructed with all cast iron downspouts located at its corners and within the walls. The water is collected under the building and then redirected to the street. There are a total of nine downspouts that eventually will have to be replaced or repaired. Doug will put together a staged plan and estimate for the repairs.
2. The perimeter walkway has not been shoveled. It was determined that this is the responsibility of the Borough.

Nominating:

James will be scheduling a committee meeting to discuss open board positions.

Fundraising:

1. The Derby Fundraiser will be held on May 3 at the Neag home. The invitations should be sent out by the third week in March.
 - a. Sponsors: We are looking for companies to underwrite the cost of this event. The estimated cost is \$3500 if the event were catered however the actual cost is much less because we do most of the food preparation ourselves. A Sponsorship solicitation letter will be drafted that will outline the event and indicate benefit levels.
 - b. We are looking into having additional fundraising opportunities during the event, such as a silent auction or raffle.
 - c. The mailing list will need to be edited and refined.

2. The Duck Race will be held on July fourth. Closer to the event the Girl Scouts will sort and count the current rubber ducks. More will be ordered if necessary.
3. New Fundraiser: A Summer Solstice 5K: Sara Consentino will be looking into the details. Suggestions include: run it on a weeknight, end the event at the pool, hire Pretzel City to organize the event.

Finance: See Treasurer's report

Personnel: no report

Unfinished Business: no report

New Business: no report

Meeting Adjourned at 5:10PM

Next Executive Meeting: March 11, 2014 @ 5:00pm

Next Board Meeting: March 18, 2014 @ 4:30pm