

**Wyomissing Public Library  
Board Meeting  
Tuesday, October 21, 2014**

Meeting called to order at 7:05 p.m.

**Members Present:** Lisa Banco, Laura Cibulsky, Louise Cramp, James Hagn, Heather Miller, Brian Nugent, Bryan Stephen, Laurie Waxler, Kevin Wagner, Doug Weaver, Mike Forester (Borough Council).

**Library Director:** Colleen Stamm

**President's Report:** Laurie Waxler

1. Roof Repair from Hail Damage – the executive board has agreed to move forward with RestoreCore. We are currently negotiating the contract with them to repair the roof, the painting, window repair and other damage caused by the hail storm in May, 2014. Alan Miller is helping to negotiate the contract with us.
2. Newsletter – the Fall newsletter was received in homes during the week of October 6.
3. Computer Server - Colleen completed a grant application to the state for \$13,000 in funding for a new computer server and new wireless system to support it. They have confirmed receipt of the grant and we are waiting for a response. If we are unable to secure this grant, we will apply to the Wyomissing Foundation.
4. Laptops – our newly refurbished laptops are still waiting for software. Colleen will be looking into the Comcast Foundation to apply for funding for licenses, software, and charging cart.
5. Executive Board Goals – to begin to shift board members from volunteer positions to leadership positions and attempt to revive our Association/Membership.
6. Change in Board Mtg Times – through polling our Board of Directors, we found that changing our meeting time to the 3<sup>rd</sup> Tuesday of the month at 7pm is optimal for the majority of the members. We will trial this new time for the next several months.
7. Treasurer resigned- Dan Rothermel submitted a letter of resignation today. Nominating committee has been notified.

**Treasurer's Report:** Colleen Stamm & Laurie Waxler

1. Laurie Waxler and Colleen Stamm presented the proposed 2015 budget. After some discussion, Kevin Wagner made a motion to approve the budget. Louise Cramp seconded the motion. The motion passed unanimously.
2. According to the Treasurers report, the library currently has a deficit of \$30,535. There was a lot of discussion as to how to make up this deficit before the end of the year. Colleen said there are a number of funding sources that are yet to come before the end of the year including 2 fundraisers, the Fall Association mailing, and donations from the Thun Trust, Berkshire Charitable Foundation, and Blue Mountain Foundation.
3. The Board discussed the Treasurer's report handout. Many members felt it is hard to follow. Bryan Stephen recommended having a simplified report to accompany the detailed report. The Finance committee will meet to discuss this further. It was also recommended that we have the Profit and Loss report comparing YTD this year to YTD last year at every meeting.
4. The library was recently informed that the Capital Improvement funds from the Wyomissing Borough must be spent by December 2015. Mike Forester confirmed this information.

**Librarian's Report:** Colleen Stamm

1. We are pleased to announce that we hired a new Children's Librarian. Her name is Joie Formando and she will begin working on Monday, November 10, 2014. Colleen will bring Joie to the next meeting and introduce her to all the Board members. Miss Formando's digital portfolio will be circulated to Board members via email.
2. Colleen brought two policies to review and update.
  - a. Community Room Policy - she recommended updating the donation schedule and changing the terms half day/full day to hours. In addition, she recommended that Association members save money on social gatherings. Colleen made a motion to approve the updated policy. Kevin Wagner seconded the motion. The motion passed unanimously.
  - b. Library Service Policy – she updated the policy on photocopies and print outs to reflect the cost of color prints/copies, which is \$.50. In addition she added: "Patrons must pay for all copies and prints made including duplicates and errors that they initiated." Colleen made a motion to approve the updated policy. Louise Cramp seconded this motion. The motion passed unanimously.
3. Library Usage Statistics:
  - a. Materials- circulation for September was 6,779 items. This was a 10% decrease over last September.
  - b. Overdrive eBooks- Overdrive had 116 downloads. This is a 427% increase over last September.
  - c. People- 4,658 people entered the library for a 20% increase compared to 2013
  - d. Computer Users- there were 446 computer users in September for a 24% decrease.
  - e. Children's Programming- there were 336 patrons who participated in programs for a 32% decrease. Tina Hess and Colleen continue to offer the weekly storytimes, but there weren't any special program because we didn't have a Children's Librarian in September.
  - f. Adult programming- 96 adults participated in programs. There was no change compared to 2013.
  - g. One-Click downloadable Audio- there were 15 downloads showing a 200% increase.
  - h. AWE Early Literacy Stations- there was 206 users for the month of September. There was no change compared to 2013.

**Committee Reports:**

Community Affairs: Louise Cramp

- October Speaker Series-This series is doing well this year. We had 40 people at "The Experience of an FBI agent on 9/11", 43 people attend "Lemongrass Hope", and 13 people attend "Memoir Revolution." The next program is tomorrow at 7:00 pm, "PA Dutch Quilts: For the Love of Color." The last program is Stories from the OSS in Greece during WWII which is Monday, October 27 at 7:00 pm.
- The Holiday Trolley Tour is Friday, December 12, 2014 from 5-9 pm. We will need volunteers to help with this event. More details will follow as we get closer to the date.

Membership: Laurie Waxler

- Fall Association mailing – Laurie is working on the letter. This year we are asking Board members to write notes on the letters. Board members were reminded to send Laurie donor information by the end of this week.

Building and Grounds: Doug Weaver

- After many contract negotiations, we signed the contract with Restore Core last Friday. Restore Core will be fixing all the damage to the building from the hail storm in May. We were able to negotiate a 10 year warranty on roof.
  - Laurie Waxler thanked Alan Miller and Doug Weaver for all their help with the negotiations.

Nominating: James Hagn

- The Nominating committee had intended nominate a candidate for an At-large position today. Due to the recent resignation of Dan Rothermel the committee will be nominating the candidate for a voting position.
  - The Nominating committee made a motion to fill Dan Rothermel's spot (position #4) with Lori Smerek. This motion comes from committee and needs no second. The motion passed unanimously.
- James asked the Board to send him any suggestions for possible At-large Board members. We currently have 3 spots to fill.

Fundraising: Laurie Waxler

- Election Day BBQ & Bake Sale – Susan Denaro and John Cullen volunteered to help with the BBQ Sale. Sandwiches are \$5 and platters are \$6. Email pre-orders to Susan by 10/28/14. See the flyer for more details. We need volunteers to bake items for the Bake Sale. Colleen Stamm circulated a flyer for Board members to sign up for baked goods. Louise Cramp will also be contacting the WPL Friends to help with the fundraiser.
- Holiday Basket Fundraiser – Louise Cramp circulated a list of items we still need for the baskets. Board members were asked to sign up to donate items as well as sign up to contact local businesses for donations in the Mystery Wallet. Lisa Banco shared the donations she has already received from local area businesses. Board members were asked to drop off donations at the library.

Finance: No report

Personnel: Nothing to report

**Unfinished Business:** none

**New Business:** none

Meeting adjourned at 8:18 p.m.  
Minutes submitted by Colleen Stamm

Next Executive Board Meeting: November 11, 2014 at 5:00 p.m.

Next Board meeting: November 18, 2014 at 7:00 p.m.