

**Wyomissing Public Library
Board Meeting
Monday October 24, 2016**

Meeting called to order at 7:00 pm

Members Present: Brian Nugent, Kevin Wagner, Kurt Althouse, Karen Oxholm, Lisa Banco, Louise Cramp, Lori Smerek, Sharon Gechter, Colette Huber, Catharine Lentz, Terri Stallone, Greg Ciatto, Joe DeMarte and Dan Phelps (Borough Representative)

Library Director: Colleen Stamm

Brian Nugent made a MOTION to approve the September Board Minutes. The motion carried unanimously.

President's Report: Brian Nugent

1. The Association Donations are on par to last years balance for the month of October. Last year's fall newsletter was received by our residents in September (which brings in dues at that time)- the 2016 fall newsletter will be mailed this week. The Library mailed 2 additional targeted letters to donors who haven't given yet this year. The first was to donors that have not given this year and the second was to donors that gave in the past, but not in the last three years. These two mailings brought in over \$13,000. Depending on the response to the fall newsletter we will consider sending out two more letters in November. A letter to past donors and letters to specific donors asking for a specific contribution amount such as \$500 or \$1,000. The membership goal for this year was \$50,000 we should meet that and hopefully surpass and make our 'stretch' goal of \$65,000.
2. The Board has underestimated the total number of households in Wyomissing (4900) and West Reading (1700). This means we have only been reaching 10-15% of the population with our mailings and newsletters. A suggestion was made to make presentations to Atonement preschool and others that highlight what the library has to offer and the importance of becoming a library member. Catharine Lentz has put together a power point that will be shown before any event hosted by the library in the community room. It was also noted that it is unclear what is the difference between a library cardholder and an association member and perhaps there should be some benefits to being an association member.
3. The sponsorship revenue has remained unchanged at \$15,500 for 2016.
4. Grove Dental is sponsoring the trolley tour again this year. We have only one trolley available to us at this time.
5. The board positions of Vice-president, Association Chair and Sponsorship Chair are still unfilled.
6. The Borough has tentatively approved our 2017 budget request and has agreed to cover three capital improvement expenses: window repair and painting, bathroom renovation, and the downspout repair.
7. Brian Nugent welcomed Kurt Althouse to the board.

Treasurer's Report: Kevin Wagner

1. The Library is currently operating in the black. That is due in large part to increased association donors and the vacant position of children's librarian.
2. The library will lower the thermostat in an effort to save on heating costs this winter.
3. The October budget statement shows a correction between line item 3120 and 3130 due to an incorrect data input.

Corresponding Secretary: No Report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics
 - a. Materials-circulation for September was 6,909 items. That was a 5% increase from last September.
 - b. Overdrive eBooks- Overdrive had 128 downloads: up 1% from last year.
 - c. People- 5,686 people entered the library showing a 14% increase.
 - d. Computer Users- there was 500 accesses for the month, an 8% increase.
 - e. Children's programming- 368 patrons participated in the children's activities for a 36% decrease. Colleen noted that we currently in the process of hiring a new children's librarian.
 - f. Adult Programming- 418 patrons took part in our activities. This is a 150% increase from last September.
 - g. One Click Downloadable Audio- September had 41 downloads for a 14% increase.
 - h. AWE Early Literacy Stations- reports a 17% decrease of usage with 200 accesses
 - i. Mango Languages- 47 patrons took advantage of the programs for a 27% decrease.
 - j. Wireless Internet Users: 222 people used the library access for a 36% increase.
2. The library is changing the building insurance policy from Utica to Selective. All staff members and volunteers that work with children must sign the Sexual Abuse and Molestation Prevention Policy in order to be covered under the new plan. A MOTION was made to adopt the new Sexual Abuse and Molestation Prevention Policy. Louise Cramp seconded the motion. The motion carried unanimously.

Committee Reports:

Fundraising/Community Affairs: Terri Stallone and Louise Cramp

- The Miller Center Basket Raffle netted \$270
- The Holiday Baskets are completed and ready for display in the library. Board members need to sell 15 raffle tickets. Tickets will be sold during the election day bake sale, at the front desk and at the lighting of the greens.
- The Election Day bake sale will be held on November 8 starting when the polls open. Baked goods will be donated by board members and their friends and family.

Membership: No report

Building and Grounds: Greg Ciatto

- The roof work will be completed at the end of this month
- We are waiting for all the estimates to come in for the capital improvements. The contracts will then be awarded.

Sponsorship: No report

Adult Programming: Brian Nugent

- The attendance is up 98% for the year.
- "History comes alive" is the title for a new program series.
- The next presentation will be on home brewing beer which will be presented by the Berks County Homebrew Club.
- First National Bank is interested in holding seminars for the adult programming. Suggested topics include entrepreneur night or Teens and Money.

Nominating: Joe Demarte

- We are currently looking to fill three At-large Board member positions. Please email Colleen Stamm your suggestions by Monday, October 31, 2016.
- We still need to fill the Vice-president, Association Chair, & Sponsorship Chair positions. If any Board members are interested in these positions, please contact Colleen Stamm by October 31, 2016.
- The Nominating Committee made a MOTION to move Kurt Althouse from an At-large position into the open voting position #11 (which was vacated by Heather Miller). The motion carried unanimously.

Finance: No report

Personnel: No report

Unfinished Business:

1. The Board is investigating starting a "Friends of the Library" group which would be separate from the Board. In the meantime, the fundraising committee will continue to manage the library fundraisers. We still need to fill 3 open leadership positions, but some current board members expressed their inability to take on these types of roles. The library will explore a "Friends of the Library" group at a later date.

New Business: No report

Meeting is adjourned at 8:30pm

Meeting Minutes submitted by Terri Stallone

Next Executive Meeting: November 14, 2016 at 7:00pm

Next Board Meeting: November 21, 2016 at 7:00pm

****Annual Meeting will immediately follow the November Board meeting.**