

**Wyomissing Public Library  
Board Meeting  
Monday, February 27, 2017**

Meeting called to order at 7:00 pm

**Members Present:** Brian Nugent, Kevin Wagner, Lori Smerek, Lisa Banco, Colette Huber, Scott Brower, Joe Demarte, Karen Oxholm, Kurt Althouse, Greg Ciatto, Catharine Lentz, Sharon Gechter, Margaret Vath, Jacob Stein, and Dan Phelps (Borough Representative)

**Library Director:** Colleen Stamm

A MOTION was made by Brian Nugent to approve the January Board meeting minutes and it was seconded by Kevin Wagner. The motion carried unanimously.

**President's Report:** Brian Nugent

1. The 2017 committee assignments were distributed via email before the meeting. Brian reviewed the committee assignments and gave Board members the chance to switch to another committee. A list of committee assignments can be obtained from Colleen Stamm.
2. Brian reviewed the Association Membership 5 year report. This year we are at \$525 versus \$790 in 2016. We are hoping to see an increase in donations in May; after the Spring Association letter is mailed.
3. Brian and Colleen reviewed the Sponsorship report that Ann Sheehan put together. Ann has started mailing letters to businesses who made donation in previous year. So far this year, we have received \$6,000 in donations.

**Treasurers Report:** Kevin Wagner

1. At this point we must focus on managing our expenses. The budget report does not reflect the current status because of the way many annual expenses are allocated (many are spread out over the twelve months instead of the month the income/expense occurs).
2. Kevin noted that the employee benefits seem high which is due to a payroll error. It will be corrected in the March spreadsheet.
3. The Utilities expense was also high. Colleen noted that the January gas bill appeared inflated and she will be checking on the cause.

**Corresponding Secretary:** No report (Collette Huber will be taking over this position)

**Librarian's Report:** Colleen Stamm

1. Library Usage Statistics
  - a. Materials-circulation for January was 5,832 items. That was a 1% decrease from last year.
  - b. Overdrive eBooks- Overdrive had 121 downloads: down 11% from last year.
  - c. People- 4381 people entered the library showing an 8% increase.
  - d. Computer Users- there was 419 accesses for the month, a 3% increase.
  - e. Children's programming- 320 patrons participated in the children's activities for a 27% decrease.
  - f. Adult Programming- 277 patrons took part in our activities. This is a 17% increase from last January.
  - g. One Click Downloadable Audio- January had 36 downloads for a 13% increase.
  - h. AWE Early Literacy Stations- 149 log-ons were recorded for a 27% decrease.

- i. Mango Languages- 38 patrons took advantage of the programs for a 73% decrease.
  - j. Wireless Internet Users: 256 people used the library access for a 35% increase.
2. The Library received a \$1000 grant from the Friends of Berks County Public Libraries. This generous donation can used toward library programming and program supplies.
  3. Colleen received notification from Deysher & Hartman PC that they are no longer able to audit the library's finances. Upon recommendation, Colleen contacted Tracey Etchberger, of Long, Barrell & Co., Ltd. The cost of the audit/review of the library's finances is We need to hire a new accountant to do the library audits and reviews. An audit is necessary every three years (because we receive less than \$50,000 from the state) and the reviews are done in the odd years. Tracey Etchberger, of Long, Barrell & Co., was a recommendation to fill the position.
  4. Colleen notified the Board that Julian "Earl" Senat recently became ill and resigned from his position as custodian. Earl served as the library's custodian for almost 14 years. The library is currently looking to hire a replacement for this position. In the meantime, the library has contracted with Hitchcock Clean & Restore to clean certain areas of the library.
  5. Colleen is currently working on the annual State Report which is due to be completed this week.

**Committee Reports:**

Fundraising/Community Affairs:

- The Derby party planning in under way. The save the date postcard should be mailed soon with the following changes. The ticket price was increased to \$90 per person. The time of the party was change to 5-9pm.
- The committee is researching new fundraising options.
- The committee will work more closely with the children's librarian to organize fundraisers geared toward children and families.

Membership: No report

Building and Grounds: No report

Sponsorship: No report

Adult Programming: No report

Nominating: No report

The Finance: No report

Personnel: No report

**Unfinished Business:** No report

**New Business:**

- The Board divided up into their respective committees and met for about 20 minutes to discuss and share ideas.

Meeting adjourned at 8:05 pm

Meeting Minutes submitted by Colleen Stamm

**Next Executive Meeting: March 13, 2017 at 7:00 pm**

**Next Board Meeting: March 20, 2017 at 7:00 pm**