

**Wyomissing Public Library
Board Meeting Minutes
Monday, December 18, 2017**

Meeting called to order at 7:08 pm

Members Present: Kevin Wagner, Lori Smerek, Lisa Banco, Karen Oxholm, Margaret Vath, Greg Ciatto, Terri Stallone, Sharon Gechter, Colette Huber, Greg Portner (Borough)

Library Director: Colleen Stamm

A MOTION was made by Terri Stallone to approve the November Board meeting minutes and it was seconded by Colette Huber. The motion carried unanimously.

President's Report: Terri Stallone

1. Terri Stallone thanked all the Board members for their hard work in 2017. Fundraising reached goal of \$18,000 this year; had a successful year with Duck Race, Derby Party, Trolley Tours, and Holiday Baskets (more details in committee report).
2. We continue to struggle with association membership. Last mailing went out in early December. Hoping for more year end contributions.

Treasurer's Report: Kevin Wagner

1. Sharp projected decrease in association funds for 2017 compared to last year. There were two mailers sent out in early December. We are hoping for year-end bump.
2. IRS approved abatement letter and removed penalty charge for late filing of Form 990. The library received a full refund of \$4367 (back in budget-line 5520).
3. Berkshire Charitable Foundation contributed \$10,000 in December which is not reflected on the Budget and Cash Flow sheet. Thun Trust should be received by end of year (fiscal practice).
4. There was a big increase in contributions from grants for 2017; we budgeted \$5500 but actually received \$19,597. Many of the grants we received with the help of staff member Ann Sheehan. Terri Stallone and Kevin Wagner both thanked Ann for all her help in securing the grants this year.

Corresponding Secretary: Colette Huber

1. No report. Donation letters continue to be personally signed.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for November 2017:
 - a. Materials circulation: 5261 items. That was a 12% decrease from last year.
 - b. Overdrive eBooks: 137 downloads; up 57% from last year.
 - c. People: 4980 people entered the library showing a 15% decrease.
 - d. Computer Users: there was 438 accesses for the month; a 7% decrease.
 - e. Children's programming: 348 patrons participated in the children's activities; a 25% increase.
 - f. Adult Programming: 309 patrons took part in our activities. This is a 17% decrease from last year.
 - g. One Click Downloadable Audio: 39 downloads ; a 34% increase compared to last year.
 - h. AWE Early Literacy Stations: 142 accesses. Statistics decreased 15%.

- i. Mango Languages: 108 patrons took advantage of this program; a 350% increase from last year.
 - j. Wireless Internet Users: 204 people used the library access for a 30% decrease.
- 2. The library staff will be sending out periodic Facebook blast to let followers know of our all our online resources like ebooks, downloadable audio books, mango languages, etc.
- 3. Colleen Stamm and Ann Sheehan recently met with representatives from the Wyomissing Foundation and Henry Janssen Foundation. Both foundations presented the library with a proposition to distribute a new book about Ferdinand Thun and Henry Janssen, the founders of Wyomissing Industries. The foundations would like to gift the library the funds to publish 1,000 copies of this new book. The library would be responsible for the distribution and storage of the books. The potential retail cost of the book would be \$30-35 and the library would be able to keep all the proceeds from the sale of the books. The board unanimously agreed it would be a great fundraiser for the library and discussed some potential ways to distribute the book.

Committee Reports:

- 1. Fundraising/Community Affairs: Colette Huber
 - a. Still looking for venue for Kentucky Derby Party 2018.
 - b. Holiday Baskets fundraiser netted \$2350 profit. The winners were notified and all baskets have been claimed.
 - c. Holiday Trolley Tour netted \$715 (no sponsor this year to defray \$575 trolley rental); cookies were all donated by board members and local businesses.
- 2. Membership: Jaime Slotkin (Absent) – Terri Stallone
 - a. Mailed 2500 letters early December. We are \$10,000 to \$15,000 short in association donations compared to last year. Donations can now be made on-line. Colleen Stamm reminded board members that there is a minimum contribution of \$100 for each board member annually.
- 3. Building and Grounds: Greg Ciatto
 - a. Bathroom renovation almost complete. The invoice will be paid this month in order to be reimbursed by the Wyomissing Borough for \$8,000 of the expenses.
 - b. The main desk is currently being refinished. This project is expected to be completed by the end of this month.
 - c. RestoreCore contacted Greg and Colleen to schedule a meeting. A date has not been set.
- 4. Sponsorship: Terri Stallone
 - a. Jacob Stein resigned effective immediately after our board meeting in November. We are looking for a board member who is willing to chair this committee in 2018.
- 5. Nominating: Joe DeMarte (absent) – Colleen Stamm
 - a. The Nominating Committee made a MOTION to elect the following slate of officers for the 2018 term:
 - President: Terri Stallone
 - Vice-President: Kurt Althouse
 - Treasurer: Kevin Wagner
 - Secretary: Colette Huber
 The motion passed unanimously.
- 6. Finance: Kevin Wagner
 - a. No report
- 7. Personnel: Terri Stallone
 - a. No report

Unfinished Business

1. There are no new updates in the proposal for building ownership by the Wyomissing Borough.
We will continue to explore options in 2018.

Meeting adjourned at 8:12 pm

Meeting Minutes submitted by Colette Huber

Next Executive Meeting: January 8, 2018 at 7:00 pm

Next Board Meeting: January 22, 2018 at 7:00 pm