

**Wyomissing Public Library  
Board Meeting Minutes  
Monday, January 22, 2018**

Meeting called to order at 7:06 pm

**Members Present:** Kevin Wagner, Lori Smerek, Lisa Banco, Karen Oxholm, Margaret Vath, Greg Ciatto, Terri Stallone, Colette Huber, Joe DeMarte, Kurt Althouse, Catharine Lentz, Jaime Slotkin, Bill Jenckes (Borough Representative)

**Library Director:** Colleen Stamm

A MOTION was made by Lisa Banco to approve the December 2017 Board meeting minutes and it was seconded by Lori Smerek. The motion carried unanimously.

**President's Report:** Terri Stallone

1. The Fundraising committee met their goal and raised \$18,636. Membership committee had a strong finish to 2017; raising \$54,720. We are almost 100 members less compared to 2016, but the amount of individual donations increased.
2. Terri asked the committee chairs to schedule meetings for 2018 planning and would like to be attendance.
3. Sharon Gechter has resigned from her position on the Board of Directors effective immediately.

**Treasurer's Report:** Kevin Wagner

1. Kevin highlighted notable incomes/expenses:
  - a. All income accounts are within acceptable range with exception of Contributions & Grants (3600) which had a budget of \$6,000 income but actually yielded \$20,408. We were fortunate to have Ann Sheehan helping with grants in 2017. The received several grants including a \$10,000 Educational Access Grant from the State.
  - b. Expenses were also within acceptable range. The maintenance costs for 2017 were higher than anticipated. We budgeted \$16,000, but ended up spending \$22,881. Most of this overage can be attributed to the failing HVAC equipment and the clogged downspouts. Fortunately, the Wyomissing Borough reimbursed the library for a new AC unit in October 2017.

**Corresponding Secretary:** Colette Huber

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

**Librarian's Report:** Colleen Stamm

1. Library Usage Statistics for December 2017:
  - a. Materials circulation: 3,964 items. That was a 26% decrease from last year. The total circulation for 2017 is down 6% compared to 2016.
  - b. Overdrive eBooks: 155 downloads; up 70% from last year.
  - c. People: 4,730 people entered the library. There was 0% increase (only 10 more people ) compared to 2016.
  - d. Computer Users: there was 385 accesses for the month; a 13% decrease.
  - e. Children's programming: 747 patrons participated in the children's activities; a 20% increase. The Children's Programming total for 2017 increased 16% compared to 2016.
  - f. Adult Programming: 145 patrons took part in our activities. This is a 26% decrease from last year. Adult program attendance for 2017 was down 12% compared to 2016.
  - g. One Click Downloadable Audio: 36 downloads ; a 8% decrease compared to last year.

- h. AWE Early Literacy Stations: 135 accesses. Statistics increased 16%.
  - i. Mango Languages: 101 patrons took advantage of this program; a 274% increase compared to 2016.
  - j. Wireless Internet Users: 262 people used the library Wi-Fi access; an 11% increase compared to previous year.
2. Jill Mahon resigned from her position as Adult Programming Coordinator on January 18. Ann Sheehan will be taking over Adult Programming in the interim.
  3. Adult programming for 2017 is down despite an increase in the amount and interest of programs.
  4. The Board discussed charging patrons for programs. There was also some discussion about doing a greater push at all programs about Association membership and making contributions to the library. In addition, the board discussed utilizing the presentation that Catharine Lentz developed before every program and having it run at the main.
  5. In order to help increase statistics for online databases like Mango languages, Hoopla, eBooks and downloadable audio books; the staff will send out periodic Facebook posts and emails about these online databases.

**Committee Reports:**

1. Fundraising/Community Affairs: Colette Huber
  - a. Still looking for venue for Kentucky Derby Party 2018. Committee will meet in early February to outline events for 2018.
2. Membership: Jaime Slotkin
  - a. We mailed 2500 letters in December. The year-end drive netted 154 members in December. There were 13 donations in December via our new online donation option.
3. Building and Grounds: Greg Ciatto
  - a. Bathroom renovation complete. Total project cost \$10,677. The Wyomissing Borough reimbursed the library for \$8,000 of project cost.
  - b. We are working on scheduling a meeting with RestoreCore regarding damage to building interior from water leaks with roof.
  - c. The main desk is in the final stages of being refinished. The problems have now been corrected and project is nearing completion.
  - d. We continue to monitor the boiler in the old section of the library; may need to consider replacement. There were several problems with the boiler this past Fall.
4. Sponsorship: Colleen Stamm (open position for committee chair)
  - a. Colleen reviewed sponsorship and announced that we are looking for a chairperson for this committee. The committee is planning to meet with Ann Sheehan on 2/26/18 at 630pm (before board meeting) to come up with a plan for 2018.
5. Nominating: Joe DeMarte
  - a. Due to the recent resignation of Sharon Gechter, we have one voting position and 3 at-large positions remain vacant. Any potential board member suggestions are welcomed by the committee.
6. Finance: Kevin Wagner
  - a. No report.
7. Personnel: Terri Stallone
  - a. Jill Mahon has resigned from her position in adult programming. More details under Librarian's Report.

**Unfinished Business:**

1. Terri Stallone announced that we are still in contact with the Wyomissing Borough regarding building ownership. Colleen Stamm met with the Borough Manager and Business Manager earlier this month to review building maintenance and expenses.

**New Business:**

1. Bill Jenckes, the Wyomissing Borough representative, told the Board that the Western Berks Ambulance association is now certified to inspect child car seats. Bill recommended we contact them to services for free child car seat inspections.
2. Chief Biehl from the Wyomissing Police Department contacted Bill Jenckes and Colleen Stamm regarding reports of suspicious vehicles being parked for hours outside the library with the driver using the Library's Wi-Fi. Colleen noted that the library's Wi-Fi is open and can be accessed curbside. There was discussion amongst the Board members about possibly creating a password for the Wi-Fi, which would require patrons to come in to the library before using the Wi-Fi. Colleen will investigate what other public libraries are doing with their Wi-Fi. We will revisit this matter at the next Board meeting.

Meeting adjourned at 8:12 pm

Meeting Minutes submitted by Colette Huber

**Next Executive Meeting: February 12, 2018 at 7:00 pm**

**Next Board Meeting: February 26, 2018 at 7:00 pm**