

**Wyomissing Public Library
Board Meeting
September 17, 2018**

The meeting was called to Order at 7:05 p.m. by Kurt Althouse.

Board Members Present: Catharine Lentz, Jeff Herb, Greg Ciatto, Margaret Vath, Mark Ratcliffe, Lisa Banco, Lori Smerek, Jaime Slotkin, Karen Oxholm, Amy Auchenbach, Joe DeMarte, Kurt Althouse, Kevin Wagner, Bill Jenckes, Vicki Jenckes.

Library Director: Colleen Stamm

A MOTION was made by Lori Smerek to approve the June 2018 Board meeting minutes and it was seconded by Lisa Banco. The motion carried unanimously.

President's Report: Kurt Althouse

1. Kurt thanked everyone for their support as the new president.
2. Prior to the meeting, Kurt emailed all the Board members new committee assignments and a working calendar with all the board annual fundraisers and mailings. Kurt and Colleen Stamm had met before the board meeting to reorganize and simplify the committees. They eliminated the sponsorship committee; an ad hoc committee. The largest committee is now the fundraising committee with 9 board members. There were a few suggestions from board members for the working calendar. It will be updated and distributed to board members prior to the next board meeting.
3. Kurt updated the board on the status of the Wyomissing Borough purchasing the library building. He has been corresponding with Bethany Emkey at Hartman, Valeriano, Magovern & Lutz, P.C. Kurt was not prepared to share the information with the Board. He will discuss the matter with Executive committee and discuss at the October Board meeting.

Treasurer's Report: Kevin Wagner

1. The library had a good increase in contributions and grants over the summer. There were a lot of successful sales of the "Good Morning Thun, Good Morning Janssen" book this summer. Between the launch of the new book in June and the newspaper article in the Reading Eagle in August, we raised \$6,400 for the library.
2. An Association letter was mailed in early September to donors who have previously given but haven't donated yet this year. We are hoping to see an increase in donations at the end of third quarter which will help with our deficit. Another Association letter is expected to be mailed in November.
3. Kevin introduced Vicki Jenckes to the Board. Vicki has graciously offered to take over as Treasurer in January 2019. Vicki will be working Kevin from now until the end of the year to learn the workings of being the Treasurer.

Corresponding Secretary: Colleen Stamm reported

1. Kurt Althouse announced that this office is currently vacant. Colette Huber resigned from this position in August. We are currently looking for a Board members who is willing to move into this position.
2. Colleen announced that we received a thank you note from Terri Stallone for her departure gift.
3. In the interim, Colleen is writing notes on the Association thank you letters until we have a new Corresponding Secretary.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for Summer 2018 (June/July/August):
 - a. Materials circulation: 21,033 items. That was a 12% decrease from last year.
 - b. Overdrive eBooks: 525 downloads; up 29% from last year.
 - c. People: 16,614 people entered the library; 15% decrease compared to previous year.
 - d. Computer Users: there was 1296 accesses for the month; a 8% decrease.
 - e. Children's programming: 3,637 patrons participated in the children's activities; a 3% decrease.
 - f. Adult Programming: 707 patrons took part in our activities. This is a 16% increase from last year.
 - g. One Click Downloadable Audio: 212 downloads; a 77% increase compared to last year.
 - h. AWE Early Literacy Stations: 759 accesses. This is a 9% increase compared to previous year.
 - i. Mango Languages: 192 patrons took advantage of this program; a 60% decrease compared to 2017.
 - j. Wireless Internet Users: 842 people used the library Wi-Fi access; a 5% decrease compared to previous year.
 - k. Hoopla (new online service - digital media): 192 accesses. This is a new service.
2. Hoopla is a new online digital service. This service is free for our patrons. It is funded with County Coordination Aid and District funding. We started receiving this service last year, but we were only able to access statistics beginning this summer.
3. Ann Sheehan is trying to grow our adult programming. She has a number of great programs lined up for the Fall. Adult programming increase 56% in August.
4. The library has a new part-time staff member. Ellen Weaver is working evenings and weekends at the circulation desk. She stepped right into the position and is off to a great start. Ellen was once a volunteer at the library.

Committee Reports:

1. Fundraising/Community Affairs: Lisa Banco reported
 - a. Kurt Althouse announced that he would like to meet with this committee at another time. The committee chose to meet immediately after the Board meeting.
 - b. Lisa Banco announced that she will once again take charge of the holiday baskets. Joe DeMarte said he will print the raffle tickets. Lisa Banco would like to have the baskets finished by November 6, Election Day. Lisa will need help from the board members to fill the baskets. Once she finalizes the baskets, she will send out a list of things she will need from board members.
 - c. Lisa Banco revisited the holiday trolley tour event. Colleen Stamm confirmed that we do not have a trolley this year because the company we used previously had sold their trolley. Colleen has called several companies, but the cost is significantly higher at \$825 versus the \$575 we paid in 2017. The board discussed getting a sponsor to help pay for the trolley. Several board members had potential leads for sponsorships. Colleen will try to reserve a trolley on December 7 or 14, and update the Board via email. Lisa Banco and Colleen Stamm will plan to meet this week to finalize this event.
2. Membership: Jaime Slotkin
 - a. Ann Sheehan and Association committee put together a letter in August to mail to donor who have given in past years, but haven't given this year. The letter was mailed in September. The letters arrived and we are already receiving return envelopes with donations
 - b. The Membership Social will be held on Friday, October 19 from 5-7 PM. The committee is working on securing donations of food and drinks for this event.
 - c. The committee is planning to send another Association letter out at the end of November.

3. Buildings & Grounds: Greg Ciatto
 - a. Colleen arranged to have an energy audit last Spring. We received the results from this audit in August. The report recommended that the library replace the boiler with a new more energy efficient boiler in order to save money on heating costs. The report also recommended that we keep converting lights to LED as the old ones burn out. Colleen added that the company that produced the audit recommended contacting Lowes and Home Depot for grants to replace the light bulbs.
 - b. The library experienced some water damage during one of the heavy rain storms. The damage is in the fireplace room. Restore Core sent Muthard out to fix the roof. Once the area is fixed, they will send a painter to fix the damage inside.
4. Nominating: Joe DeMarte
 - a. The Nominating Committee made a MOTION to nominate Vicki Jenckes to fill open voting position #10 beginning September 2018. The motion carried unanimously. Vicki is planning to take over as Treasurer in January 2019. The Board will make a motion at our December meeting to officially vote on Vicki's appointment to Treasurer.
 - b. The Nominating Committee made a MOTION to nominate Amy Auchenbach to fill open voting position #5 beginning September 2018. The motion carried unanimously.
 - c. Jeff Herb will remain an At-large non-voting member until January 2019.
 - d. The committee is currently looking to fill 2 officer positions: Vice-president and Secretary. Please send any suggestions to Joe DeMarte or Colleen Stamm.
5. Finance: Kevin Wagner
 - a. See Treasurer's Report.
6. Personnel:
 - a. See Librarian's report.

Unfinished Business

1. The board discussed Derby Party locations for 2019. We currently are looking for a house to host this fundraising event. Several board members suggested possible locations. The board will revisit matter at our next board meeting.

New Business

None.

Meeting adjourned at 8:00 p.m.

Meeting Minutes submitted by Colleen Stamm

Next Executive Board Meeting: Monday, October 8, 2018 @ 5:30pm

Next Board Meeting: Monday, October 15, 2018 @ 7:00pm