

**Wyomissing Public Library
Board Meeting
Monday, September 20, 2021**

The meeting was called to Order at 7:03 p.m. by Marge Vath

Board Members Present: Connie Aikman, Kara DeJohn, Mary Zervanos Dialectos, Ann Dybalski, Jeff Herb, David Hershey, Adriane Hoke, Diane Hollinger, Vicki Jenckes, Jody Menon (Borough Representative), Mark Ratcliffe, Lindsay Romeo, David Walker, Michelle Van Buren, Marge Vath

Library Director: Colleen Stamm

A MOTION was made by Vicki Jenckes to approve the May, 2021 Board meeting minutes and it was seconded by Diane Hollinger. The motion was carried unanimously.

A MOTION was made by Connie Aikman to approve the June, 2021 Board meeting minutes and it was seconded by Mark Ratcliffe. The motion was carried unanimously.

President's Report:

1. Marge welcomed Stephanie Williams, District Consultant to the meeting. Stephanie spoke briefly about her role and the services she provides. She also provided Board members with her contact information.
2. Marge announced that Lauren Oswald was resigning effective immediately. Michelle Van Buren was moved from an at-large position into the open voting position.
3. Notebook update project
 - a. Marge handed out Board notebooks to all the new board members who joined the board within the last 18 months. Board members who had existing notebooks were given handouts to bring their notebooks up-to-date.
 - b. All Board members were given a Conflict of Interest and Confidentiality policy, and were asked to review and sign the policy. The signature sheets will be filed in the Director's office.

Treasurer's Report: Vicki Jenckes

1. A MOTION was made by Vicki Jenckes to rescind the "Fixed Capitalization" policy and it was seconded by Connie Aikman. The motion was carried unanimously.
2. The library contracted with Long Barrell to complete a Financial Review of the library's finances and file a 990 tax return. Vicki announce that the library received a clear review and there were no flags noted, and the tax return has been filed.
3. Donor for library landscaping plan.
 - a. Phil and Joanne Wolfe donated \$17,900 to renovate the Library's landscaping.
 - b. The project will start at the end of September.
 - c. Vicki recommended honoring The Wolfe Family for their donation. Mark Ratcliffe suggested a garden plaque.
4. Donor for Summer Reading Program.
 - a. Randy and Jean Miller and Kevin Miller from Berkshire Investment Group have committed to donate \$1,250/year for 5 years to fund the library's summer reading program.
 - b. The program will be further referred to as the 'Miller Family Summer Reading Program'.

- c. Vicki suggested that the Library commit to having a float in the Borough of Wyomissing's July 4th parade, and promote this sponsorship with a banner on the float.

Corresponding Secretary: No Report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for August 2021
 - a. Materials circulation: 4,203 items. That was a 110% increase compared to the same month last year.
 - b. Overdrive eBooks: 415 downloads; That was a 12% increase compared to the same month last year.
 - c. People: 2,671 people entered the library; there were no accesses in the same month last year due to the pandemic.
 - d. Computer Users: there were 189 accesses for the month; there were no accesses in the same month last year due to the pandemic.
 - e. Children's programming: 300 patrons participated in the children's activities; That was a 62% increase compared to the same month last year.
 - f. Children's programming/Recorded programs: 0 Total Views
 - g. Adult Programming: 75 patrons took part in our activities. A 21% decrease compared to the same month last year.
 - h. Adult Programming/Recorded programs: 0 Total Views
 - i. AWE Early Literacy Stations: 0 accesses. There were no accesses in the same month last year due to the pandemic.
 - j. Wireless Internet Users: 143 people used the library Wi-Fi access; a 258% increase compared to the same month last year.
 - k. Hoopla: there were 309 accesses for the month; a 12% increase compared to the same month last year.
2. Other
 - a. The Library earned a Bronze Star from PA Forward, a literacy initiative of the Pennsylvania Library Association.
3. Personnel
 - a. Colleen Stamm announced that the library welcomed the library's new Children's Librarian, Candace Donato, in August. Colleen said Candace has jumped in enthusiastically and energized the Children's programming.
 - b. Vicki Jenckes recommended that Candace come to the next Board meeting to meet the Board members.

Committee Reports:

1. **Fundraising/Community Affairs:** Ann Dybalski
 - a. Duck Race
 - i. Raised \$2,361.00. Ann thanked Vicki and Bill Jenckes for organizing a great fundraiser.
 - b. Summer Block Party
 - i. We broke even on the event. The library had trouble getting donations from local businesses. We did receive a donation from Giant Food store. There was a lower attendance compared to previous years, but the committee hopes to be back to pre-COVID numbers by next year.
 - c. Election Day Fundraisers - November 2

- i. Promote the library’s ongoing Book Sale, and possibly offer a mystery bag sale.
 - ii. Ann is looking for a donor for prepackaged cookies/food to sell.
 - d. Christmas Raffle Baskets
 - i. Ann hopes to choose the raffle baskets winners at the Borough of Wyomissing’s Lighting of the Greens. If this should not take place, the committee will hold the raffle at another date/time.
 - ii. Ann requested that each board member donate something to create a ‘Basket of Cheer’. The deadline for the donated items is the end of October.
 - iii. Baskets should be finished by Election day on November 2, and will be on display and we will begin selling tickets.
 - e. Trolley Tour
 - i. Ann announced that the committee decided to postpone the Trolley Tour for 2021.
- 2. **Association Membership:** Lindsay Romeo
 - a. The committee started working on the end of the year mailer.
- 3. **Nominating:** Diane Hollinger
 - a. No report.
- 4. **Finance:** Vicki Jenckes
 - a. The committee plans to meet and prepare a budget for 2022, and review the investment statements for the quarter.
 - b. Marge Vath suggested that the committee review the library’s policy on endowments, and recommend updates/revisions.
- 5. **Corporate Sponsorship**
 - a. Marge Vath plans to revitalize this committee next month.

Unfinished Business:

- 1. Marge Vath announced that the wall in the Children’s Room was repaired and painted this summer. The Borough of Wyomissing contracted with a local painter to fix the damage which was caused by a roof leak that was fixed in 2019/2020.

New Business: None.

Meeting adjourned at 7:53 PM.

Meeting Minutes submitted by Lindsay Romeo

Next Executive Board Meeting: Monday, October 18, 2021 6:30 PM

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