

Board Meeting
Monday, September 19, 2022

The meeting was called to Order at 7:05 p.m. by Marge Vath.

Board Members Present: Connie Aikman, Jana Barnett (Borough Council), Kara DeJohn, Joe DeMarte, Mary Zervanos Dialectos, Ann Dybalski, David Fake, Jeff Herb, David Hershey, Diane Hollinger, Sarah Peris, Mark Ratcliffe, Lindsay Romeo, Michelle Van Buren, Marge Vath

Library Director: Colleen Stamm

A MOTION was made by Jana Barnett to approve the June, 2022 Board Meeting minutes and it was seconded by David Hershey. The motion was carried unanimously.

President's Report: Marge Vath

1. Marge announced that she chaired the Native Plant Project this past summer. She put together a team of volunteers to help with project including a Penn State Master Gardener. The library now has 2 sponsors for this project: Edge of the Woods Nursery and Country Meadows.
2. Marge announced that Robin Dunkle, the Volunteer Coordinator, has resigned from her position. Robin did a great job organizing our volunteers for a year.
3. Marge reminded Board members that they are allowed to have 3 misses in calendar year. She also reminded Board members to make a \$100 contribution to the Library Association before the end of the year.

Treasurer's Report: Vicki Jenckes was absent. Colleen Stamm reported on Vicki Jenckes behalf.

1. The Board members reviewed the library's budget and cash flow report which was circulated via email prior to the meeting. Colleen noted that the -3,197 in Fundraising expenses was because the cost of the Association mailer was accidentally put in Fundraising expenses instead of Association expenses.
2. 2023 Budget for voting approval
 - a. Diane Hollinger inquired about the spending of the extra income funds proposed on the budget. Colleen specified that these funds are earmarked for eBooks. Diane expressed a navigational concern that the outdoor lighting is still inadequate and should be remedied. Jana had recalled that Colleen had submitted a request to the Borough for extra lighting and has not been addressed by Borough since the budget has not been submitted as of yet. If lighting at the Trolley Tour needs to be amended temporarily, Marge had an idea to light a path with glow sticks.
 - b. A MOTION was made by Connie Aikman to approve the 2023 Budget and it was seconded by Mark Ratcliffe. The motion was carried unanimously.

Corresponding Secretary: No Report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for August, 2022:

- a. Materials circulation: 4,998 items. That was a 19% increase compared to the same month last year.
 - b. Overdrive eBooks: 468 downloads; that was a 13% increase compared to the same month last year.
 - c. People: 4,043 people entered the library; that was a 51% increase compared to the same month last year.
 - d. Computer Users: there were 271 accesses for the month; that was a 43% increase compared to the same month last year.
 - e. Children's programming: 997 patrons participated in the children's activities; that was a 232% increase compared to the same month last year.
 - f. Children's Recorded Programs: 0 Total Views
 - g. Adult Programming: 189 patrons took part in our activities.
 - h. AWE Early Literacy Stations: 220 accesses. There were no accesses in the same month last year due to the pandemic.
 - i. Wireless Internet Users: 216 people used the library Wi-Fi access; an 51% increase compared to the same month last year.
 - j. Hoopla: there were 420 accesses for the month; a 36% increase compared to the same month last year.
2. Other
- a. Back in January 2022 Colleen applied for a ARP-IMLS grant for a self-checkout kiosk that we received in August. In conjunction with funding from Friends of Berks County Public Libraries, we have almost covered the cost of the kiosk that will be here next month. The library will need to cover the remainder of the cost which is \$930.
 - b. Colleen stated that we are also looking at a new print management system with Envisionware. This management system is a nationally established app and should aid the community in printing ease and cut down on library costs for paper and toner.
 - c. Colleen and our Children's Librarian, Candace Donato, will be attending the Pennsylvania Library Association Conference in October.

Personnel

1. Colleen announced that the library has a new part-time staff member. Leo Hanley accepted the Library assistant position in mid-July, and began working immediately.

Committee Reports:

1. **Fundraising/Community Affairs:** Ann Dybalski
 - a. 5K- Net \$631. All items provided to the runners were donated.
 - b. Duck Race- Net \$2,843.
 - c. Summer Block Party- Net loss of \$361.88. This event is a celebration in culmination of the summer reading program and was never meant to be a money maker.
 - d. Election Day- We need volunteers for 2-hour slots. Board members should contact Ann with their availability that day.
 - e. Raffle Basket- Raffle baskets need to be submitted by the October board meeting (10/17/22). The Basket of Cheer needs donations from the board. Ann asked that each board member also obtain a gift card to go toward the Mystery Wallet. A MOTION was made by Joe DeMarte to have each Board member provide a gift card to donate to the Mystery Wallet basket. The motion carried unanimously.
 - f. Trolley Tour, December 9 & Lighting of the Greens- Will need volunteers, to be determined at a closer date.

2. **Association Communication:** Lindsay Romeo
 - a. The committee is working on the End of Year letter which will incorporate the QR codes from the summer flier. This letter will be distributed in early November.
3. **Nominating:** Diane Hollinger
 - a. No report
4. **Finance:** Vicki Jenckes
 - a. No report

Unfinished Business

1. Diane Hollinger requested that the Borough of Wyomissing address the outdoor lighting.

New Business

1. Marge submitted a list of suggested improvements to the Borough, including but not limited to:
 - a. Exterior door on Franklin Street needs deep cleaning. Interior part of the door needs screw holes filled and repainted.
 - b. Gutters need to be cleaned.
 - c. Miscellaneous items from the Kautter & Kelley Architects inspection report. This report was put together shortly after the Borough of Wyomissing took ownership of the Library building.

Meeting adjourned at 8:00 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, October 17, 2022, 7:00 p.m.