

**Wyomissing Public Library  
Board Meeting  
Monday, December 19, 2022**

The meeting was called to Order at 7:04 p.m. by Marge Vath

**Board Members Present:** Connie Aikman, Jana Barnett (Borough Council), Kara DeJohn, Joe DeMarte, David Fake, Jeff Herb, David Hershey, Diane Hollinger, Mark Ratcliffe, Lindsay Romeo, Marge Vath, David Walker

**Library Director:** Colleen Stamm

A MOTION was made by Connie Aikman to approve the November, 2022 Board Meeting minutes and it was seconded by Diane Hollinger. The motion was carried unanimously.

**President's Report:** Marge Vath

1. Marge announce that this was the last meeting for Mark Ratcliffe and Sarah Peris. Marge thanked them both for their service to the Board.
2. Marge presented a print copy of the 'Materials Selection Policy' which was approved at November Board meeting. She asked that this policy be placed in the Board notebook.
3. Marge presented the Public Display Policy for review.
  - a. A MOTION was made by Mark Ratcliffe to approve the Public Display Policy and it was seconded by David Walker. The motion was carried unanimously.
4. Marge presented a revised Personnel Handbook (formerly called Personnel Policy)
  - a. After reviewing the policy, Jana Barnett stated that the vacation policy for full time staff is lucrative (5 un-consecutive weeks after 19 of years) compared to other employers and suggests that the board re-evaluate this policy after mentioning the policy is a financial hit. Jana also stated that the verbage for vacation policy between paragraph 'A' and 'B' are contradictory. There is some confusion in the wording of the policy, between when the vacation policy for full time employees starts at the calendar year, the anniversary of hiring, or prorated throughout the year. There is also confusion of when the vacation day is earned particularly in the first 6 months of employment.
    - i. The following questions are flagged for wording:  
Personnel Policy, Section F; Vacation with Pay for Full-Time Employees (Pg. 9-10); paragraph 'B'. Solution: drop paragraph B and change the wording of paragraph 'A' to 1 vacation day earned/month until January which a new calendar year would start. Change paragraph 'C' to six months.
  - b. After some discussion, A MOTION was made by Mark Ratcliffe to table the vote on Personnel Handbook until the January Board meeting, and it was seconded by Kara DeJohn. The motion was carried unanimously.
5. Marge announced that a local book club donated a bench to the library in memory of one of their members.

**Treasurer's Report:**

1. Vicki Jenckes was absent. The Operating Budget and Cash Flow report was presented in Vicki's absence.

**Finance Committee:** No Report

**Librarian's Report:** Colleen Stamm

1. Library Usage Statistics for November, 2022

- a. Materials circulation: 3,174 items. That was a 13% decrease compared to the same month last year.
  - b. Overdrive eBooks: 485 downloads; that was a 36% increase compared to the same month last year.
  - c. People: 3,335 people entered the library; that was a 1% decrease compared to the same month last year.
  - d. Computer Users: Colleen is having trouble getting the reports from software system we use to track computer users. Colleen will report these figures after this problem is fixed.
  - e. Children's programming: 320 patrons participated in the children's activities; that was a 1% increase compared to the same month last year.
  - f. Children's Recorded Programs: 0 Total Views
  - g. Adult Programming: 93 patrons took part in our activities.
  - h. AWE Early Literacy Stations: 135 accesses; a 150% increase compared to the same month last year.
  - i. Wireless Internet Users: 187 people used the library Wi-Fi access; a 5% decrease compared to the same month last year.
  - j. Hoopla: there were 385 accesses for the month; a 30% increase compared to the same month last year.
- 2. Other – None
  - 3. Personnel - None

**Committee Reports:**

- 1. Fundraising/Community Affairs:
  - a. Colleen reported the following updates on the recent fundraisers:
    - i. Holiday Raffle baskets - Net \$3,560
    - ii. Giving Tuesday - Net \$1,025
    - iii. Trolley Tour - Net \$1,260, not including sponsorship
  - b. Marge announced that the Board is still looking for a family to host the Kentucky Derby (searching for a house to have the party/fundraiser).
  - c. Marge said that there are plans to develop a separate Derby Party Committee which includes volunteers from the community.
- 2. **Association Communication:** Lindsay Romeo
  - a. The Fall Association letter has been printed and mailed.
- 3. **Nominating:** Diane Hollinger
  - a. A MOTION was made by Diane Hollinger to move Dave Walker into Vice-president position. It was seconded by Mark Ratcliffe. The motion was carried unanimously.
  - b. Diane announced that David Fake, At-large Board member, will be moved into a voting position to fill the empty Board voting position.

**Unfinished Business** - None

**New Business** - None

Meeting adjourned at 7:52 p.m.

Meeting Minutes submitted by Lindsay Romeo

**Next Board Meeting:** January 16, 2023 at 7:00 p.m.