

Minutes of the Board of Directors
Wyomissing Public Library
Meeting Date: Tues, February 9, 2010

The Board of Directors of the Wyomissing Public Library met on Tuesday, 2/9/10 in the Community Room of the library. Susan Denaro called the meeting to order at 4:00pm.

Members present: Greg Ciatto, Susan Denaro, Lynn Driben, Meghan Ehrlich, Mary Rebecca Freymoyer, Bob Jakubek, Barbara Kline, Dan Phelps, Judy Phelps, Blythe Ratcliffe, Ann Sutherland, Heidi Ziemer, Doug Weaver.

Honorary members: None

Library Director: Colleen Stamm.

Additional attendees: Ron Hunsicker

Minutes from the January meeting were approved as circulated.

President's Report: Susan Denaro

1. The Association Letter is currently at the printer along with an insert that provides additional information about upcoming services and events. The letter will be mailed in mid February to all borough residents and non-residents who use the library.
2. Diane Yoh submitted a letter resigning from the board due to personal matters. She will continue to volunteer including her work on the Book Sale. Susan Denaro acknowledged Diane's decade of service to the library.
3. A Conflict of Interest and Confidentiality Certification was distributed, and all board members were asked to sign and return it at the next board meeting. Susan asked that the executive board be notified prior to the monthly executive board meeting of any confidential matters to be raised at the monthly board meeting.

Treasurer's Report: Blythe Ratcliffe

The January 2010 budget reflects a loss of (\$5085) compared to a projected loss of (\$477). On the income side, Association Dues were down (\$1945 actual vs. \$3167) projected) but Contributions were up (\$1300 actual vs. \$625 projected). Blythe Ratcliffe explained that these differences are due in part to timing. Blythe will meet with the bookkeeper and library director to modify the budget to better reflect the month in which income is expected. On the expense side, Library Material expenses were higher than forecast (\$5799 actual vs. \$3014 projected) because needed reference materials had been ordered by the past library director but Colleen was not aware of the order.

Corresponding Secretary: Judy Phelps

Judy Phelps sent a follow letter to Diane Yoh acknowledging her request to resign from the board and thanking her for her years of service.

Library Director's Report: Colleen Stamm

1. Circulation: Circulation for January 2010 was 7,606 items. This is a 12% increase over 2009 (6790 items). During January 2010, 37 audiobooks were downloaded using our One-Click Downloadable Audio service.

2. People: In January 2010, 4557 people entered the library. This is a 42% increase over 2009 (3206 people).

3. Computer Users: Throughout January 642 people used the adult and YA (Young Adult) Internet computers. This is a 22% increase over January 2009 (527 people).

4. Children's Programming: In January 2010, Corinne hosted 19 children and teen programs with a combined attendance of 454 children, teens, and adults. The attendance statistics increased 82% over 2009 (249 people attended 13 programs in 2009).

Committee Reports:

1. Association Membership: Barbara Kline

The Association Letter will include a letter, insert and a return envelope (with no stamp). The return envelope is a new component and will have suggested giving levels pre-printed on it. Board members will be notified when these components are back from the printer and will be asked to help stuff and insert the mailing.

2. Building and Grounds: Greg Ciatto

Rainbow Roofing repaired the roof leak in the custodian closet in the new section of the library in January. Rainbow Roofing thought a freezing down spout caused the gutter to fill up and freeze and the frozen gutter caused damage to the roof. Greg agrees with Rainbow Roofing's suggestion to install heat tape along the roof line to help with this problem. Greg will look into installing heat tape next year.

3. Community Affairs: Lynn Driben

The Community Affairs committee scheduled two informal sessions called 'Ask the Librarian: Navigating Our Web Site' for Thurs, March 11th from 5:30pm-7:30pm and Tues, March 23rd from 12noon-2pm. During these timeframes, Colleen or Jonathan will be available to help patrons learn about our web site and/or how to download audiobooks. An H1N1 Flu Clinic has been scheduled with Maxim Health Services on Feb. 24th from 4pm-7pm in the Community Room. A luncheon to recognize volunteers, staff and board members will be held on Thurs.,

April 22nd from 1pm-2pm. The library will close during the lunch. The committee will seek to reduce costs compared to last year's expenses.

4. Fund Raising: Mary Rebecca Freymoyer and Hedi Zeimer

The PJ Fund Raiser planned for Friday, 2/12 was cancelled because the minimum of 10 children was not attained. A possible conflict is the Winter Olympic Opening Ceremonies which will be broadcast that night. Other dates will be considered to try this event again. The committee will meet after the board meeting in part to discuss ideas for a signature fund raising event. Lastly, a suggestion by a storytime parent to have the library host children's birthday parties will be tried. The library will charge \$150 to host a two hour party on an upcoming Friday night from 5pm-7pm (which are after library hours). Corrine will coordinate activities (similar to storytime activities) and Colleen will join her to help oversee the event.

5. Nominating: Ann Sutherland

The board voted unanimously to accept the committee's recommendation that Doug Weaver replace Diane Yoh's position on the board.

Board Education: Colleen Stamm

Susan Denaro asked that board members be educated at each monthly board meeting on some aspect of the library. Colleen reviewed features of the library's web site including accessing your library account, viewing checked out items, and reserving an item.

Unfinished Business: None

New Business:

1. Board members were asked to change Doug Weaver's email address on the board list to jdougweaver@aol.com and to add Laurie Waxler's information: 1305 Old Mill Road, Wyomissing, PA 19610, home phone 610-376-6122, email address: lmdw@comcast.net.
2. Colleen explained that when the library closes due to snow, the answering machine is changed, the web site is updated, and notes are put on the building doors. A suggestion was made to have a standard policy whereby the library closes when the Wyomissing public schools are closed.

A motion was made and seconded to adjourn the meeting. The meeting adjourned at 5:00pm.

Respectfully submitted by Lynn Driben

Next Executive Meeting: Tues, March 2, 2010 at 4pm.

Next Board Meeting: Tuesday, March 9, 2010 at 4pm.