

**Wyomissing Public Library
Board Meeting
Monday, April 18, 2022**

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

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

Library Director: Colleen Stamm

A MOTION was made by Joe DeMarte to approve the March, 2022 Board Meeting minutes, and it was seconded by Vicki Jenckes. The motion was carried unanimously.

President's Report: Marge Vath

1. Marge stated that Colleen and her met with representatives from the Borough of Wyomissing on 4/5/22 to discuss repairs needed at the library. Marge reported that for building emergencies, Colleen would send an email to Marge and Michele Bare, and call Jim Babb from the Borough of Wyomissing to make sure that all lines of communication remained open.
 - a. There were several building maintenance/repairs for the library that were discussed including:
 - i. The Franklin Street Door - The door lock has come in and the Borough wanted to install it on the Saturday before Easter, but the Library was closed. Colleen has a key to keep the push bar open in the interim. A rescheduled time to replace the lock has not been determined.
 - ii. The library staff installed solar lights along some of the pathways outside illuminating the sidewalks.
 - iii. Only one of the outside spotlights was working. The Borough of Wyomissing sent over a bucket truck and staff to change the bulbs in all of the spotlights outside. Those spotlights now working and are set on a timer.
 - iv. Painting – we discussed the areas around the library that needed painting such as the Main Entrance, the outdoor sign, and the emergency exit for the Community Room. The Borough of Wyomissing had already asked the painter to fix the Main Entrance foyer; they will add the other 2 items to the list.
 - v. We asked the Borough of Wyomissing to add some topsoil along the side of the path on the Franklin Street entrance. The Borough will work on this.
 - b. The remaining list of maintenance/repairs will be evaluated again at budget time with the Borough of Wyomissing.
2. Marge presented several policies for approval
 - a. Social Media Policy for Patrons and Staff
 - i. Marge circulated Social Media Policies for Patrons and Staff. Please see the Library Director for copies of the Social Media Policy for Patrons and Staff.
 - ii. A MOTION was made by Mark Ratcliffe to approve the Social Media Policies for Patrons and it was seconded by David Walker. The motion was carried unanimously.
 - iii. A MOTION was made by Mary Zervanos Dialectos to approve the Social Media Policies for Staff and it was seconded by Diane Hollinger. The motion was carried unanimously.

- b. Expansion of #4 in Patron Behavior Policy (Under first list of prohibited behaviors adding to #4 *Staring, or ogling in an offensive or threatening manner*)
 - i. Marge circulated an updated Patron Behavior Policy. The change reads: Using abusive, threatening, harassing, offensive or profane language. Staring or ogling in an offensive or threatening manner. Physically abusing, threatening or assaulting customers or staff.
 - ii. A MOTION was made by Vicki Jenckes to approve the updated Patron Behavior Policy and it was seconded by Mark Ratcliffe. The motion was carried unanimously.

Treasurer's Report: Vicki Jenckes

- 1. Vicki circulated and reviewed the library's budget and cash flow report. For a copy of this report, contact the Library Director.

Corresponding Secretary: No Report

Librarian's Report: Colleen Stamm

- 1. Library Usage Statistics for March, 2022
 - a. Materials circulation: 3,877 items. That was a 39% increase compared to the same month last year.
 - b. Overdrive eBooks: 458 downloads; that was a 2% increase compared to the same month last year.
 - c. People: 2,530 people entered the library; that was a 125% increase compared to the same month last year.
 - d. Computer Users: Due to a computer malfunction, Colleen wasn't able to retrieve the computer statistics for March.
 - e. Children's programming: 495 patrons participated in the children's activities; that was a 234% increase compared to the same month last year.
 - f. Children's Recorded Programs: 0 Total Views
 - g. Adult Programming: 164 patrons took part in our activities. An 80% increase compared to the same month last year.
 - h. AWE Early Literacy Stations: 94 accesses. There were no accesses in the same month last year due to the pandemic.
 - i. Wireless Internet Users: 157 people used the library Wi-Fi access; an 124% increase compared to the same month last year.
 - j. Hoopla: there were 282 accesses for the month; a 7% increase compared to the same month last year.
- 2. Other - No Report
- 3. Personnel
 - a. Kevin Wagner will be starting a part-time position at the Library. He will serve the library as a library assistant and substitute during staff vacations.

Committee Reports:

- 1. Fundraising/Community Affairs: Ann Dybalski
 - a. Kentucky Derby- We are still looking for a band for the event; preferably under \$300. Ticket sales are low, we are only about half of our goal. Mark requested the board members spread the word about the event to boost ticket sales. We still need approximately 3 Maker's Mark Bourbon bottles donated (750mL bottle).

- b. Volunteer Luncheon- Ann prefers to move the event to Fall, possibly September. With an influx of volunteers in the next few months, we can properly show our appreciation by moving this event to the Fall.
 - c. Lace up for the Library 5K; June 18- Ann reports there are yard signs available if Board members would like to advertise the race. Ann reports 2 registrants already, and the race details are on a number of race sites already. Any Board members should contact Robin Dunkle if they are interested in volunteering.
- 2. Association Communication: Lindsay Romeo
 - a. In March, we received 5 new donors totaling \$775.
 - b. Sir Speedy is waiting to receive the smaller remittance envelopes from the supplier, they've been on backorder. Tracking shows the envelopes should be arriving this week and once received, the flier will be processed and mailed.
 - 3. Nominating: Diane Hollinger
 - a. No report
 - 4. Finance: Vicki Jenckes
 - a. No report

Unfinished Business

None

New Business

- 1. Joe DeMarte reached out to the person who plays Santa at this event to check his availability for the Trolley Tour in December. He is waiting to hear back from him.

Meeting adjourned at 7:53 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, May 16, 2022, 7:00 p.m.