

**Wyomissing Public Library
Board Meeting
Monday, November 21, 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, Vicki Jenckes, Danielle Nuhfer, Sarah Peris, Lindsay Romeo, Marge Vath, David Walker

Library Director: Colleen Stamm

A MOTION was made by Connie Aikman to approve the October, 2022 Board Meeting minutes and it was seconded by Vicki Jenckes. The motion was carried unanimously.

Public comment was given by Stephanie Talotta regarding her opinion of Candace Donato, the previous Children's Librarian.

President's Report: Marge Vath

1. Marge introduced Becky Wanamaker, District Consultant for Reading Library.
2. Policy updates - Materials Selection Policy
 - a. Materials Selection Policy language updates:
 - i. Placed Policy on letterhead and in the format of our other policies.
 - ii. Changed "Librarian" to Library Director in several paragraphs.
 - iii. Changed "he" to "they" in several places.
 - iv. Changed "Directors" to Trustees.
 - b. A MOTION was made by David Walker to approve the above changes to the Materials Selection Policy and it was seconded by Mary Zervanos Dialectos. The motion was carried unanimously.
3. Marge announced that Committee Reports from each Committee chair are due to Colleen by Monday, December 12.

Treasurer's Report: Vicki Jenckes

1. Vicki inquired if Colleen Stamm, Library Director, plans to meet with employees to complete an evaluation prior to raises being issued January 1, 2023. Colleen had stated that evaluations are already underway.
2. Vicki stated that the expense of 3 new computers under "infrastructure improvements" had hit the October expense report.
3. Vicki announced that ARP (American Rescue Plan) grant that we received is a reimbursement grant. The library was required to show proof of payment in August for the self check-out kiosk and we are currently waiting to the re-payment to be issued. We have not gotten that reimbursement yet, but we hope to receive it before the end of the year.
4. Library Materials expenses are higher in October due to the Overdrive payment being submitted all in one month instead of being paid over a 3 month period.
5. The Borough of Wyomissing approved a 6% increase of Library's 2023 budget.

Finance Committee: No Report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for October, 2022
 - a. Materials circulation: 3,713 items. That was a 2% decrease compared to the same month last year.
 - b. Overdrive eBooks: 439 downloads; that was a 26% increase compared to the same month last year.
 - c. People: 2,772 people entered the library; that was a 2% increase compared to the same month last year.
 - d. Computer Users. Colleen was unable to report the statistics for computers users. She is working on getting the reporting software working after the new computers were installed in October.
 - e. Children's programming: 680 patrons participated in the children's activities; that was a 27% increase compared to the same month last year.
 - f. Children's Recorded Programs: 0 Total Views
 - g. Adult Programming: 169 patrons took part in our activities.
 - h. AWE Early Literacy Stations: 128 accesses. There were no accesses in the same month last year due to the pandemic.
 - i. Wireless Internet Users: 197 people used the library Wi-Fi access; an 17% increase compared to the same month last year.
 - j. Hoopla: there were 284 accesses for the month; a 10% increase compared to the same month last year.
2. Other
 - a. Colleen Stamm reported that the new computers are missing a program that manages the users that log into the computers. The reporting tool has still not been installed. Colleen will remedy and will have exact statistics for the December board meeting.

Personnel

1. Colleen Stamm reported on the search for a new Children's Librarian
 - a. A job advertisement is currently being updated and research has begun in the surrounding areas.

Committee Reports:

1. **Fundraising/Community Affairs:** Ann Dybalski
 - a. Bake Sale Voting Day - \$327 from baked goods sale.
 - b. Holiday Raffle baskets - Thank you to Lindsay for organizing & wrapping them. Over \$2,000 from the election day ticket raffle. Colleen stated that having the credit card machine by the raffle items instead of the front desk was very beneficial. Ann requested that Colleen do a social media promotional post for the raffle baskets.
 - c. Lighting of the Greens - December 3 (Rain Date December 4) Ann requested 3 volunteers per time slot to sell raffle tickets. Time slots are 2:30-4, 4-5:30. Vicki will transport the baskets to the park. Marge will transport the baskets back to the library post celebration. Ann also requests 3-4 lanterns to light the tent. Contact Ann to offer your lantern.
 - d. Trolley Tour - December 9. Ann requested 4-6 volunteers to assist and organize. Volunteers should arrive at 4:30-8:30. Colleen mentioned that ticket sales are live and on the Library's website and available at the front desk. Social media promotional post is forthcoming. Danielle inquired about who obtains the sweets for the trolley tour. Marge will reach out to some repeat donors to bake. Danielle Nuhfer will reach out to local businesses for donations as well.

- e. Search for Kentucky Derby House for 2023. Ann suggests the development of a separate Derby Party Committee, these committee members do not have to be current or past board members.
- 2. **Association Communication:** Lindsay Romeo
 - a. The committee is finalizing the End of Year letter. Some verbiage needed changing due to current library updates.
- 3. **Nominating:** Diane Hollinger
 - a. The Library Board will have several openings in 2023. We are looking for a Vice President, Fundraising chair, co-chair or separate chairperson for Derby Party

Unfinished Business - None

New Business - None

Meeting adjourned at 7:52 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: December Board Meeting & Annual Meeting will be held on December 19, 2022 at 7:00 p.m.