

**Wyomissing Public Library
Board Meeting
Monday, November 20, 2023**

The meeting was called to Order at 7:02 p.m. by Marge Vath

Board Members Present: Dave Reeser (Borough Council), Connie Aikman, Kara DeJohn, Joe DeMarte, David Fake, Ann Dybalski, Jeff Herb, Vicki Jenckes, Diane Hollinger, Danielle Nuhfer, Lindsay Romeo, Marge Vath, David Walker

Library Director: Colleen Stamm

A MOTION was made by Connie Aikman to approve the October 2023 Board Meeting minutes and it was seconded by Diane Hollinger. The motion was carried unanimously.

President's Report: Marge Vath

1. Marge reminded Committee chairs that reports are due to Colleen Stamm by December 11 for Annual Meeting.
2. Executive Board Position update. David Walker has agreed to be President beginning January 2024, and will be voted into this position at our December meeting. The Board now has a Vice-President position open. If you are interested in this position, please contact Marge.
3. Marge presented two sections of the library's By-Laws for review: Section 3.03 and 3.08:
 - a. A MOTION was made by David Walker to approve Section 3.03 revision and it was seconded by Vicki Jenckes. The motion was carried unanimously.
 - b. A MOTION was made by David Walker to approve Section 3.08 revision and it was seconded by Vicki Jenckes. The motion was carried unanimously.

Treasurer's Report: Vicki Jenckes

1. Vicki requested that one copy of the Check Register be printed for the start of each WPL Board Meeting.
2. The library received a \$5,000 estate gift. The library anticipates receiving a large gift in early December from a former patron, and the executive committee has been brainstorming on the best ways to invest these gifts to best serve the library.
3. The library pays the insurance 4 times a year and the last payment was issued last month.
4. A MOTION was made by Kara DeJohn to accept the Treasurers Report and it was seconded by Connie Aikman. The motion was carried unanimously.

Finance Committee: Vicki Jenckes

1. Update on investments: The monies that were moved into a Vanguard CD were moved in November and the CD will be opened in an 8-month CD.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for October 2023
 - a. Materials circulation: 3,775 items. That was a 2% increase compared to the same month last year.
 - b. Overdrive eBooks: 560 downloads; that was a 28% increase compared to the same month last year.
 - c. People: 3,608 people entered the library; that was a 30% increase compared to the same month last year.

- d. Computer Users: there were 245 accesses for the month; that was a 23% increase compared to the same month last year.
 - e. Children's programming: 544 patrons participated in the children's activities; that was a 20% decrease compared to the same month last year.
 - f. Children's Recorded Programs: 0 Total Views
 - g. Adult Programming: 219 patrons took part in our activities; a 30% increase compared to the same month last year.
 - h. Adult Programming Recorded Programs: 0 Total Views
 - i. AWE Early Literacy Stations: 144 accesses; a 13% increase compared to the same month last year.
 - j. Wireless Internet Users: 180 people used the library Wi-Fi access; a 9% decrease compared to the same month last year.
 - k. Hoopla: there were 360 accesses for the month; a 27% increase compared to the same month last year.
2. Other –
- a. Colleen reported that Children's Programming is down this month because the library did not have a presence at the Borough's Halloween event at Happy Hollow, 'Spooky Hollow'. The Children's Librarian will be at Lighting of the Greens this year instead and the library plans to resume Spooky Hollow participation in 2024.
3. Personnel –
- a. Colleen will be conducting annual staff evaluations.

Committee Reports:

1. **Fundraising:** Ann Dybalski
- a. Holiday Gift Baskets - Off to a great start! \$1845 in first day of sales on Election Day.
 - b. Bake Sale – This successful event raised \$401.
 - c. Lighting of the Greens - Saturday, December 2; looking to cover 2, 2-hr. shifts (2pm-4pm and 4pm-6pm). Selling raffle tickets for baskets. Baskets will also need to be transported to and from the library. Contact Ann Dybalski if you are able to help.
 - d. Trolley Tour - Friday, December 8; Tickets are live. Volunteers will be needed to run this event including Trolley Riders, etc. Contact Danielle Nuhfer if you are available to help. Santa has requested gift cards as a token of our appreciation. Joe DeMarte asked the Board to donate gift cards to forward on to Santa who gives to the Salvation Army. Gift cards in the amount of \$20-\$25 should be submitted to Colleen by December 8. The committee is still looking for donations of cookies, treats, and hot chocolate mix.
2. **Association Communication:** Lindsay Romeo
- a. November Association "Ask Letter" has been accepted and is at printers. The mailing will go to 193 past donors.
3. **Nominating:**
- a. A MOTION was made by Diane Hollinger to approve Jennafer Reilly for a 3-year Voting Board Member, and it was seconded by Connie Aikman. The motion was carried unanimously.
 - b. A MOTION was made by Diane Hollinger to approve Lindsay Sakmann Rafer for a 3-year Voting Board Member, and it was seconded by Connie Aikman. The motion was carried unanimously.
 - c. A MOTION was made by Diane Hollinger to approve Rose Kennedy for a 3-year Voting Board Member, and it was seconded by Kara DeJohn. The motion was carried unanimously.

- d. A MOTION was made by Diane Hollinger to approve Gretchen Platt for a 3-year Voting Board Member, and it was seconded by Vicki Jenckes. The motion was carried unanimously.
- e. A MOTION was made by Diane Hollinger to approve Rev. Dr. Stephen Ohnsman for a 1-year Non-Voting, At-Large Board Member and it was seconded by Kara DeJohn. The motion was carried unanimously.
- f. The aforementioned candidates will begin serving on the Wyomissing Library Board of Trustees in January 2024.

Unfinished Business

1. None

New Business

1. Diane Hollinger mentioned that she is worried about the library's Internet security. Stating that when she opens a browser (on personal devices), a 'Not Secure' notice pops up. Colleen suggests that a 'https:' is needed at the front of the web address to make it secure. David Walker agrees that we may leave the library open to hacking and that a certificate is needed to become a secure website. Colleen will inquire with the library's IT provider noting that while this provider does not host our website, they may be able to point us in the right direction.

Meeting adjourned at 7:53 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: December 18, 2023 at 7:00 p.m. followed immediately by the Annual Corporation Meeting