

**Wyomissing Public Library
Board Meeting
Monday, February 19, 2024**

The meeting was called to Order at 7:03 p.m. by David Walker

Board Members Present: Tracy Beaky, Connie Aikman, Kara DeJohn, Joe DeMarte, Mary Zervanos Dialectos, Ann Dybalski, Jeff Herb, Rose Kennedy, Danielle Nuhfer, Steve Ohnsman, Gretchen Platt, Jenny Reilly, Lindsay Romeo, Lindsay Sakmann Rafer, Michelle Van Buren, David Walker

Borough Council Representative: Rick Weinhoffer

Library Director: Colleen Stamm

A MOTION was made by Lindsay Sakmann Rafer to approve the January, 2024 Board Meeting minutes and it was seconded by Connie Aikman. The motion was carried unanimously.

President's Report: David Walker

1. Confirmation of new treasurer, Jeff Herb.
 - a. A MOTION was made by Kara DeJohn to approve Jeff Herb to serve as treasurer through the end of December 2024 effective immediately and it was seconded by Joe DeMarte. The motion was carried unanimously.
2. Proposed Honorary board member, Marge Vath.
 - a. A MOTION was made by Lindsay Sakmann Rafer to induct Marge Vath as an Honorary Board Member and it was seconded by Mary Dialectos Zervanos. The motion was carried unanimously.
 - b. Marge was gifted with library card catalog brooch as a token of appreciation from the Board for her years of service.

Treasurer's Report: Jeff Herb

1. Jeff reported that the \$100,000 memorial gift is visualized on the budget statement. That gift is currently in the library bank account. Jeff recommended investing the funds in the library's Vanguard account and developing an investment strategy.
 - a. A MOTION was made by Connie Aikman to approve moving the \$100,000 gift to the library's Vanguard Money Market account and it was seconded by Kara DeJohn. The motion was carried unanimously.
 - b. Steve Ohnsman suggested including the donation in the newsletter. Colleen mentioned she would check that the family is agreeable before disclosing that information publicly. Joe DeMarte and Tracy Beaky suggested that maybe the Board should implement a tiered system of what dollar amounts need to have a grander appreciative gesture, David Walker will brainstorm some ideas for how to best utilize this gift. Jenny Reilly mentioned that once we figure out how to honor this donor, noting in the newsletter how this gift was utilized in a specific project.

Finance Committee: None

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for January, 2024
 - a. Materials circulation: 3,581 items. That was a 1% increase compared to the same month last year.
 - b. Overdrive eBooks: 910 downloads; that was a 76% increase compared to the same month last year.

- c. Hoopla: there were 385 accesses for the month; a 30% increase compared to the same month last year.
 - d. People: 3,152 people entered the library; that was a 40% increase compared to the same month last year.
 - e. Computer Users: there were 233 accesses for the month; that was a 15% increase compared to the same month last year.
 - f. Wireless Internet Users: 173 people used the library Wi-Fi access; a 29% decrease compared to the same month last year.
 - g. Children's programming: 541 patrons participated in the children's activities; that was a 29% increase compared to the same month last year.
 - h. Children's Recorded Programs: 0 Total Views
 - i. Adult Programming: 256 patrons took part in our activities; a 17% increase compared to the same month last year.
 - j. Adult Programming Video Recordings: 0 Total Views
 - k. AWE Early Literacy Stations: 145 accesses; a 8% increase compared to the same month last year.
2. Other –
- a. Colleen stated that the library isn't doing any virtual programs anymore. All of the library's programming is currently in-person. Colleen asked if Children's Recorded Programs and Adult Programming Video Recordings can be eliminated from the Library Usage Statistics Report. The Board agreed that those lines can be eliminated from the report.
 - b. Colleen stated that she is working on the State Report due at the end of the month
3. Personnel - None

Committee Reports:

1. **Fundraising/Community Affairs:** Ann Dybalski and Rose Kennedy
- a. Gretchen Platt is leading the Volunteer Luncheon this year. It will be held on April 12 at 12:30 pm.
 - b. The Duck Race will be held on July 4
 - c. Trolley Tour: Danielle and Colleen will be planning this. Volunteers will be needed and sign ups will be coming out in October/November
 - d. Potential 2024 fundraisers: Scavenger Hunt in West Reading using the murals (aiming for early September). Books & Brews (as a book club) with local breweries. Bringing back Corporate Sponsorship (Sponsorship letter and tiered donation system coming soon). Flower sale (mums in the fall). Art on the Avenue participation (some cost may be involved, Ann aims to have the Duck Race Ducks available for purchase ready to go for this event to gather extra sales at Art on the Avenue).
 - e. Ann Dybalski is working with Colleen to have a 'Save the Date' section listed on the website to promote our initiatives.
 - f. Solicitation letter for Holiday Basket Raffle. The letters are ready for distribution (some were available at the Board meeting). Ann asked Board Members to start soliciting local businesses for our Holiday Basket Raffle.
2. **Association Communication:** Lindsay Romeo
- a. Association Membership flier update: Videos have been shot and preliminary flier was passed around to the board for approval. The committee plans to meet briefly tonight after the board meeting to finalize the flier. The committee is on track to have the flier finished by March.

3. **Nominating:** Connie Aikman
 - a. Appointment of new voting board member
 - i. A MOTION was made by Connie Aikman to approve to move Tracy Beaky into a voting board member position and it was seconded by Jenny Reilly. The motion was carried unanimously.
4. Strategic Planning: David Walker
 - a. David stated that the committee is working on drafting a patron survey and setting up a focus group. David stated that he is hopeful to have the strategic plan finished by June 2024.

Unfinished Business -

1. Website security certificate – David Walker
 - a. As a technical manner, the website security certificate is not necessary for the applications on the library’s website. The website security certificate serves as a comfort to any community members who go to the library’s website. With the security certificate, the library’s website will be listed as “secure.”
 - b. Tracy Beaky inquired if there are any restrictions being used by the community that are dependent on the browser being used. Colleen says that she is unaware of any such restrictions.
 - c. A MOTION was made by Connie Aikman to approve spending \$153 annually for a website security certificate and it was seconded by Rose Kennedy. 13 in favor/1 opposed. The motion carried.

New Business -

1. Gretchen Platt mentioned that there are many lightbulbs that are out in the Children’s section. The parameters of the Borough contract are unclear about this and Gretchen volunteered to change the lower bulbs. Colleen will inquire with the Borough about higher bulbs (i.e. the chandeliers and any sconces), etc.
2. Joe DeMarte shared a fundraiser flier for another organization. He pointed out that the tiered sponsorships are something that we could consider modeling for future fundraisers.
3. Ann Dybalski asked if Vicki Jenckes ever collected the ducks from the Stone House and brought them back to the library (where they live). Since the area is slated for construction, Rose Kennedy plans to contact Randy McKinley at the Wyomissing Borough to coordinate picking up the ducks.

Meeting adjourned at 8:00 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, March 18, 2024 at 7:00 p.m.