

**Wyomissing Public Library
Board Meeting
Monday, April 15, 2024**

The meeting was called to Order at 7:02 p.m. by David Walker

Board Members Present: Tracy Beaky, Kara DeJohn, Mary Zervanos Dialectos, Ann Dybalski, David Fake, Jeff Herb, Danielle Nuhfer, Steve Ohnsman, Gretchen Platt, Lindsay Sakmann Rafer, Jenny Reilly, Lindsay Romeo, Michelle VanBuren, David Walker

District Consultant (Reading District): Becky Wanamaker

Borough Council Representative: Rick Weinhoffer

Library Director: Colleen Stamm

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

President's Report: David Walker

1. David reported that the Volunteer Luncheon was a hit and extended a 'Thank you' to Gretchen Platt for arranging it.
2. David announced that the library ended up buying 5 public computers instead of 4 for the same quoted price. The Executive board approved this matter via email.
3. Request for Withdrawal or Retraction of Library Materials Form Amendment. David announced that there was one change to this report. We are adding the words "Library Display" to the top of the form under Type of Media.
 - a. A MOTION was made by Lindsay Sakmann Rafer to approve this change to the Request for Withdrawal or Retraction of Library Materials, and it was seconded by Mary Zervanos Dialectos. The motion carried unanimously.
4. David introduced to the board Becky Wanamaker, District Consultant for Berks County (Reading District).

Treasurer's Report: Jeff Herb

1. Jeff reported that the only outlier in the Budget and Cash Flow Report is under 'maintenance', this includes the computer expense that was approved at last month's meeting.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for April 2024
 - a. Materials circulation: 3,846 items. That was a 13% decrease compared to the same month last year.
 - b. Overdrive eBooks: 809 downloads; that was a 50% increase compared to the same month last year.
 - c. Hoopla: there were 376 accesses for the month; a 14% increase compared to the same month last year
 - d. People: 3,674 people entered the library; that was an 8% increase compared to the same month last year.
 - e. Computer Users: there were 184 accesses for the month; that was a 19% decrease compared to the same month last year.
 - f. Wireless Internet Users: 191 people used the library Wi-Fi access; a 34% increase compared to the same month last year.

- g. Children’s programming: 666 patrons participated in the children’s activities; that was a 8% increase compared to the same month last year.
 - a. Adult Programming: 309 patrons took part in our activities; a 42% increase compared to the same month last year.
 - b. AWE Early Literacy Stations: 157 accesses; a 16% decrease compared to the same month last year.
2. Other
- a. Colleen pointed out that circulation of physical materials is down, and E-materials are up. She plans to take this into consideration in future planning for library material purchases.
 - b. Colleen reported that a staff meeting was held recently, and the SWOT Analysis was completed. Moving forward the staff will plan to meet on the third Friday of each month.
3. Personnel
- a. None

Committee Reports:

1. **Finance Committee:** Jeff Herb
- a. Fund Transfer - The board approved the investment strategy at the last meeting. However, the committee would like to propose a recommendation to invest in the Investment Portfolio as a long-term asset of the Wyomissing Public Library. This will be used to rebalance the portfolio to asset allocation targets.
 - i. There was some discussion about how the library’s investments are handled and what need approval. Jeff Herb said he was working on putting together an investment policy to be presented to the board soon.
 - ii. A MOTION was made by Michelle VanBuren to move a sum of \$100,000 from the money market to the investment portfolio, and it was seconded by Lindsay Sakmann Rafer. The motion carried unanimously.
2. **Fundraising/Community Affairs:** Ann Dybalski and Rose Kennedy
- a. Fundraising
 - i. Art on the Avenue has been tabled for 2024, Ann would like to revisit earlier for 2025 with the thought of great potential.
 - ii. Raffle Basket Requests- A Google Doc will be available for everyone to keep updated as to which business have been asked so we do not duplicate.
 - iii. Gretchen Platt and Rose Kennedy reported that they met with the owners of the Bar Cart to discuss the potential for hosting a Books and Brews event at their business. The committee is thinking of having a soft opening in July.
3. **Association Communication:** Lindsay Romeo
- a. Lindsay reported that the Association Flyer is due to mail by the end of this week.
4. **Nominating:**
- a. No report.
5. **Strategic Planning:** David Walker and Tracy Beaky
- a. David Walker reported that he has commitments from 6-7 people to attend a focus group/listening session on Saturday, April 27 at 10am. These people have a relationship with the library but are not “super-users.” While the age range of the participants are targeted groups, age is not entirely restricted. This meeting will mainly focus on “how can the library better serve you and your needs.” If you have a participant in mind for this focus group, as it is only half full, please contact David.

- b. Mission Statement - SWOT Analysis: David reported that the goal is to finish the Strategic Plan by June 2024. We are planning to hold a Mission and Vision Statement Meeting on Monday, May 20, 2024 at 6:30pm in the Library's Community Room. Tracy Beaky will be emailing a link with 3-4 questions for the Board and staff to complete to use as a starting point for the meeting on May 20. Sample questions include but are not limited to:
 1. What does the library mean to you?
 2. What does the library do really well?A summary of this data will be emailed to the board before the May 20th meeting for discussion.

Unfinished Business

1. A Zoom meeting is being planned to discuss ways to recognize a generous memorial gift. More details will be available soon.

New Business

1. Ann Dybalski proposed adding a Board meeting in July or August to keep Fall fundraisers on track. Colleen mentioned that the library's bylaws would need to be changed if the number of meetings would be changing from 10 meetings to 11 meetings in the calendar year. Jenny Reilly recommended implementing a SignUp Genius to help with mitigating volunteers for fundraisers. After some discussion, the Board decided to try using SignUp Genius to help organize volunteers for fundraisers. Gretchen Platt and Ann Dybalski will look into setting this up. The Fundraising committee plans to meet before the May board meeting to discuss options.
2. Rick Weinhoffer stated that the Borough of Wyomissing would like to do a presentation at the library on Recycling. Rick will coordinate with Ann Sheehan, the library's adult programming coordinator, to schedule this program.
3. Colleen reported that Ann Sheehan has researched putting together a Fall bus trip to The Tenement Museum in New York on October 19, 2024. Colleen is hoping to raise some funds for the library with this bus trip.
4. David Walker mentioned that the Wyomissing Public Library would like to work with the Berks County Public Library System to offer more capabilities of sharing materials between libraries; now that all the libraries are using the same circulation system. David reported that this will open a lot of doors for patrons. Colleen has spoken with representatives from Berks County Public Library System, but the current plan is to wait for all libraries to join the system and work out some of the system's internal kinks, before discussing this matter further.

Meeting adjourned at 7:58 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, May 20, 2024 at 7:00 p.m.