

**Wyomissing Public Library  
Board Meeting  
Tuesday October 15, 2013  
Community Room  
4:30PM**

Meeting called to order at 4:35PM

**Members Present:** Laurie Waxler, Dan Rothermel, Jill Mahon, Cathy Ciatto, Lynn Driben, Terri Stallone, Doug Weaver, Kevin Wagner, Sara Cosentino, Dan Phelps (Borough Representative), Steve Pottieger (conference call).

Library Director: Colleen Stamm.

**President's Report:**

- 1.) Renovation: An architect is coming to evaluate the problem and suggest possible solutions to the echo problems in the Community Room. There are also two volunteers who may be willing to make drapes, at no charge.
- 2.) Server: The cost of a new server is approximately \$12,000. The executive committee had a meeting with Omega Systems to discuss options. Colleen is also in contact with other companies to look at costs of replacing/managing.

**Treasurer's Report:**

2014 Budget presented. 2014 Budget ends with -\$7302.

- 1.) Income: State Aid has reduced \$14,000 from 2009. Berks County Coordination Aid has dropped \$2700. Asking the Borough of Wyomissing for an increase of \$10,000 next year (total \$185,000) to help make up for loss of funds. Association Dues are the library's second largest source of revenue; budgeting an increase of \$5000, from \$40,000 to \$45,000. Fundraising budget is increased \$2,000, from \$12,000 to \$14,000.
- 2.) Expenses: Budgeting a 2% increase in salaries, benefits. Many maintenance costs could not be helped this year, adding to the deficit.

A motion was made to approve the 2014 Budget. The motion was seconded and approved by all.

**Corresponding Secretary:** None

**Library Director's Report:**

Circulation report:

1. Circulation: Circulation for the month was 7531, a 20% increase over last year
2. Overdrive: There were 22 downloads
3. People: There were 3868 people who entered the library which is a 4% increase.
4. Computer: There were 585 people who used the computer a 1% decrease.
5. Children's Programming: There were 496 children who participated in events, which is a 15% decrease.
6. Adult Programming: There were 96 adults who participated which is a 5% increase.

1.) Reading Public Library is closed due to renovations. We are getting an influx of their patrons here. Most are computer users. 2.) e-books are doing okay, not great. Would like to see an increase in downloads. 3.) Adam from Urban Timber dropped off mugs for everyone as a thank you. Urban Timber did the shelving in the children's rooms. 4.) Judy Schwarz was hired on from temporary employee to

permanent part time employee. 5.) There has been quite a lot of theft from the DVD's. The current policy states that patrons are able to check out 10 at a time. A motion was made to change the Library Service Policy stating the number of periodicals and DVDs allowed to be checked out at one time be reduced from 10 to 5. The motion was seconded and passed. 6.) Colleen Stamm made a motion to have Dan Rothermel, Laurie Waxler & Colleen Stamm as authorized signers on the library's Vanguard accounts. They are authorized to act on behalf of the Wyomissing Public Library for the Vanguard accounts. Motion was seconded and passed by all.

#### **Committee Reports:**

- 1. Community Affairs:** 1.) October Speaker Series is off to a good start. The first speaker had 48 people in attendance, the 2<sup>nd</sup> had 18. The 3<sup>rd</sup> speaker has 24 signed up. 2.) Trolley Rides: Tickets will go on sale beginning November 1<sup>st</sup>. Tickets will be \$2 per seat and must be purchased at the circulation desk. A suggestion was made to contact Centennial Donors and ask if they would like a seat saved for them at no cost. 3.) Great Decisions: The program will be held again in March and April. We have moderators for 6 of the events; we are still looking for 2: Islamic Awakening and US Trade Policy. Board members were asked to contact professors or other people in the community to see if they would be able to moderate.
- 2. Building and Grounds:** Jack Pennington, who installed the carpets at the library, contacted Doug to discuss mold and other problems that some schools are having after having carpet installed. Because the library has HVAC constantly running, the carpet is fine. It should be noted that when carpet is installed, there needs to be a circulation of air to ensure no mold develops.
- 3. Nominating:** The Board is asked to submit to James names of people who would be a good addition to the board. The candidates must be able to donate 4-6 hours of service a month beyond meeting times.
- 4. Fundraising:** 1.) Bake Sale: November 5<sup>th</sup>. A sign-up sheet was passed around for board members to donate baked goods. Items must be wrapped and dropped off on Monday November 4<sup>th</sup> between 4:00 and 7:00. 2.) Holiday ornaments: will have samples shortly. 3.) Holiday Baskets: Looking for donations for the Mystery Wallet and the baskets. Colleen will email a donation letter for board members to use for solicitation. 4.) Chipotle: \$597 raised from fundraiser.
- 5. Finance:** See Treasurer's Report
- 6. Personnel:** No report

**Unfinished Business:** None

**New Business:** 1.) 1000 books are being donated to the library, 50% hardback, 50% paperback, from Joan Rivers' personal collection. Some are signed by the authors. They could be sold on ebay or at a book sale in the community room. 2.) Dan suggested that the Fundraising Chairperson attend the Executive Committee meetings, either by making it an executive position or by making the Corresponding Secretary the Fundraising Chair. Colleen will discuss with Susan Denaro about the possibility of changing the By-laws.

Meeting adjourned at 6:05pm.

Next Executive Meeting: Tuesday November 12, 2013 at 5PM

Next Board Meeting: Tuesday November 19, 2013 at 4:30PM

Minutes submitted by Sara Cosentino