

**Wyomissing Public Library  
Board Meeting  
Monday, September 21, 2015**

Meeting called to order at 7:05 pm

**Members Present:** Lisa Banco, Laura Cibulsky, Louise Cramp, Joe DeMarte, Heather Miller, Brian Nugent, Karen Oxholm, Lori Smerek, Bryan Stephen, Laurie Waxler, Doug Weaver, Dan Phelps (Borough Representative), and Mitch Darcourt (Borough Representative)

**Library Director:** Colleen Stamm

A MOTION was made by Laurie Waxler to approve the minutes of the June meeting as submitted. Motion carried unanimously.

**President's Report:** Laurie Waxler

1. Everyone should have received the email notification of Alan Miller's recent passing. The Executive committee donated funds to provide flowers at Alan's memorial service and donate 2 books to the library in his memory.
2. James Hagn recently informed Colleen Stamm that he is resigning effective immediately.
3. During the nominating report we will vote to fill these two Board vacancies with At-large Board members.
4. The annual Fall newsletter should have arrived at your home. It was mailed on September 14. Colleen Stamm, Joie Formando, and Jill Mahon did a great job on the newsletter.
5. Laurie and Colleen met with Customers Bank in July. We asked the bank to consider becoming a Corporate Sponsor for the Kentucky Derby Party Fundraiser. Customers Bank committed to being a Platinum sponsor for this fundraiser.

**Treasurer's Report:** Colleen Stamm (Kevin Wagner absent)

1. Association donations are tracking well. YTD, we received 11% more than our target budget.
2. Children's Fundraising is \$1,434; 43% over the target budget. Joie is doing a great job raising funds for the library.
3. Maintenance is over budget due to some unforeseen expenses. Doug Weaver will explain further under Building & Grounds report.
4. In July, salaries were higher than normal because there were 3 pays.

**Corresponding Secretary:** Laura Cibulsky

- Colleen Stamm shared a note we received from Bass Harbor Memorial Library (BHML) in Bernard, ME. One of our patrons purchased over 60 bags of books from our Books Sale and delivered them to the Bass Harbor Memorial Library, who used the books in their annual book sale. BHML was very appreciative that the books were sorted and in nice condition.

## **Librarian's Report: Colleen Stamm**

1. Library Usage Statistics
  - a. Materials-circulation for June-August was 25,171 items. That was a 8% increase from last year.
  - b. Overdrive eBooks- Overdrive had 431 downloads from June-August; Total usage is up 90%.
  - c. People- 18,201 people entered the library in June-August; Total amount of people coming to the library is up 34%.
  - d. Computer Users- there were 1,622 users from June – August; there is no change in users compared to last year (0%).
  - e. Children's programming- 3,075 patrons participated in the children's activities. Attendance is up 9%.
  - f. Adult Programming- 450 patrons took part in our activities. Attendance is up 36% compared to last year. Jill Mahon is doing a great job offering a wide range of programs for our community.
  - g. One Click Downloadable Audio- 115 downloads during the summer for a 166% increase.
  - h. AWE Early Literacy Stations- there were 951 users for an increase of 3%.
  - i. Mango Languages-217 patrons took advantage of this service; usage increased 266%.
2. Colleen submitted 2 grants this summer. Received a \$200 grant for PaLA annual conference October 4-7; after the grant the remaining cost of conference is \$125. Submitted grant for \$500 Oral Health Initiative grant at BCCF. Should receive funds in October.
3. A new Volunteer Policy was submitted for approval. A MOTION was made by Colleen Stamm to approve the Volunteer Policy. Motion carried unanimously.
4. The Application for State Aid needs to be submitted by October 1. Colleen passed out a copy of the Library's profile for review. The profile shows how the Library excels in both the Pennsylvania Quality and Incentive for Excellence library standards.

## **Committee Reports:**

### **Community Affairs: Louise Cramp**

- The Block Party on 8/13/15 was a big success and raised over \$1,000 for the library. There was face painting, games, book sale, yard sale, music, and touch a truck event. The music was quite popular; we would like to offer this again next year. Laurie Waxler suggested a Kauffman Chicken sale at the event.
- Trolley Tour will be held 12/11/15 from 5-8 pm. We will be meeting soon to discuss the event details.

### **Membership: Brian Nugent on behalf of Bryan Stephen**

- Second Association letter. Brian Nugent will be writing the letter soon. We hope to send out this mailing in early November. We typically mail out 250-300 pieces.
- We also need to focus on the Corporate Sponsorships for 2016. Should be mailed in November. We need Board members to help cultivate relationships with local business owners. Laurie Waxler offered to talk about

the library and discuss corporate sponsorships with any business contacts that Board members might have.

**Building and Grounds: Doug Weaver**

- The cost to replace the 6 failing built in gutters will cost \$12,000. Doug Weaver & Colleen Stamm presented the need for repairing built-in gutters to the Borough's Infrastructure committee on 8/15/15. The Infrastructure committee recommended that Council help support this project by reimbursing the library for \$5,000. This recommendation was approved by Council at the September Borough Council meeting.
- Restore Core update. We are unsatisfied with the work done by Restore Core; specifically the built-in gutters and roof. The Executive committee is holding the remaining balance of \$15,000 until these problems have been remedied. Doug Weaver recommended an independent contractor review the work. The Board agreed we need to move forward with an inspection. Colleen or Doug will contact a local contractor to perform an inspection of the library's roof and gutters.

**Nominating:**

- A MOTION was made by Laurie Waxler seconded by Lisa Banco to fill vacant position number 13 with Karen Oxholm and vacant position number 7 with Sharon Gechter. The motion passed unanimously.
- A MOTION was made by Laurie Waxler seconded by Louise Cramp to nominate Brian Nugent as President and Bryan Stephen as Vice-president. The motion passed unanimously.

**Personnel: Laurie Waxler**

- No Report

**Fundraising: Joe DeMarte (Terri Stallone absent)**

- Election Day Bake Sale will be held on 11/3/15. We need donations of baked goods. Laurie Waxler recommended contacting Sweet Streets for a donation.
- Holiday Basket raffle - Terri Stallone would like to have the baskets on display at the library by 11/2/15 and we would sell tickets until 12/11/15. Joe passed around a sheet with items we still need for the baskets. The committee recommended that each Board member sell 10 tickets.

**Finance: Colleen Stamm (Kevin Wagner absent)**

- The committee met in August to put together the 2016 budget, which was submitted to the Wyomissing Borough Finance committee on August 14.

**Unfinished Business:**

- Laurie Waxler reported that the landscape project, which was discussed at the June Board meeting, has been ceased due to lack of funds. There are no plans to work on the library's landscape at this time.

**New Business: none**

Meeting adjourned at 8:15 pm

Minutes submitted by Colleen Stamm

Next Executive Meeting: Monday, October 12, 2015 at 7:00 pm

Next Board Meeting: Monday, October 19, 2015 at 7:00 pm