

**Wyomissing Public Library
Board Meeting Minutes
Monday, February 26, 2018**

Meeting called to order at 7:07 pm

Board Members Present: Kevin Wagner, Lori Smerek, Lisa Banco, Karen Oxholm, Margaret Vath, Greg Ciatto, Terri Stallone, Colette Huber, Joe DeMarte, Kurt Althouse, Catharine Lentz, Scott Brower, and Tom Moll (Borough Representative)

Library Director: Colleen Stamm

A MOTION was made by Joe DeMarte to approve the January 2018 Board meeting minutes and it was seconded by Kurt Althouse. The motion carried unanimously.

President's Report: Terri Stallone

1. Terri welcomed the board members and thanked everyone for meeting with their committee in small group since the January meeting. Those committee chairs will give updates during the committee report section of the meeting.
2. Select board members and Colleen Stamm met with Alan Rosenberg from Restore Core on 2/9/18 (Terri Stallone, Greg Ciatto, Kevin Wagner). Tom Moll and Marti Hozey from the Wyomissing Borough also joined us for the meeting. We outlined a "punch list" of items that need to be fixed/corrected by the company. Also, our contract includes a 10-year warranty on the roof. We asked Restore Core to start the warranty after all the punch list items are completed to the library's satisfaction.

Treasurer's Report: Kevin Wagner

1. January's budget looks less than ideal, but it is typical for this month. There are items that are frontloaded into budget early like Insurance (acct#: 4400) and Maintenance (acct#: 4500). Maintenance is higher than usual due to the railing replacement in the courtyard (\$1,800) and a new snow blower purchase (\$800).

Corresponding Secretary: Colette Huber

1. Received thank you card from Jill Mahon. Donation letters continue to be personally signed.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for January 2018:
 - a. Materials circulation: 4,735 items. That was a 19% decrease from last year.
 - b. Overdrive eBooks: 179 downloads; up 48% from last year.
 - c. People: 3,491 people entered the library. This is a 20% decrease compared to previous year.
 - d. Computer Users: there was 398 accesses for the month; a 5% decrease.
 - e. Children's programming: 395 patrons participated in the children's activities; a 23% increase.
 - f. Adult Programming: 115 patrons took part in our activities. This is a 58% decrease from last year.
 - g. One Click Downloadable Audio: 32 downloads ; a 11% decrease compared to last year.
 - h. AWE Early Literacy Stations: 131 accesses. Statistics decreased 12%.
 - i. Mango Languages: 107 patrons took advantage of this program; a 182% increase compared to 2017.
 - j. Wireless Internet Users: 221 people used the library Wi-Fi access; a 14% decrease compared to previous year.
2. Some of the decreases in usage statistics can be attributed to weather related cancellations including adult program where we had to cancel 3 programs.

3. We are set to hire a new library assistant at the main desk within the upcoming weeks.
4. Colleen spoke with area public libraries. The majority of public libraries leave their Wi-Fi open 24 hours a day/7 days a week and consider it a service to the community. Only 2 out of 10 public libraries Colleen heard from turn off their Wi-Fi when the library is closed. The board decided to keep Wi-Fi open 24/7 like it is currently.

Committee Reports:

1. Fundraising/Community Affairs: Colette Huber
 - a. Committee met on 2/2/18 to outline event dates for the year. The staff appreciation luncheon will be on 4/12/18 at 1pm. All board members are welcome. Derby Party will be hosted by the Schippers family on 5/5/18 from 5-9pm. All other event dates to be determined.
2. Membership: Terri Stallone reported on behalf of Jaime Slotkin who was absent
 - a. The committee met 2/8/18. They discussed goals for the committee, the spring mailer, membership benefits, and getting the staff more involved by informing patrons at the main desk about the Association.
3. Building and Grounds: Greg Ciatto
 - a. Outdoor lights restoration complete; installation will be in the upcoming weeks. Meeting with Restore Core as discussed above. Continue to monitor the furnace to consider replacement.
4. Sponsorship: OPEN chairperson committee (Kevin Wagner reported on behalf of committee)
 - a. The committee met with Anne Sheehan right before the board meeting. Ann gave an overview of her grant writing and sponsorship work. She will draft letters to our sponsors from our 2017. So far, we have received \$,1000 gift from West Lawn Quoting Association and \$1,000 gift from First Priority Bank.
5. Nominating: Joe DeMarte
 - a. All board members are currently in voting positions. We still have 1 voting position and 3 at-large positions that are vacant. Any suggestions are welcomed. The committee currently has 3 potential candidates to fill the positions: M.Ratcliffe, A.Auchenbach, and J. Herb. The committee made A MOTION to offer all of these prospective candidates a position on the board if they accept. This motion came from committee and did not need a second. The motion carried unanimously.
6. Finance: Kevin Wagner
 - a. No report
7. Personnel: Terri Stallone
 - a. No Report

Unfinished Business:

1. Basic bargaining points have started between the Wyomissing borough and the library regarding the building ownership agreement. The committee is planning to set up another meeting between the borough and the library board within the next two the weeks. The committee will have more details available at the next board meeting.

Meeting adjourned at 8:02 pm

Meeting Minutes submitted by Colette Huber

Next Executive Meeting: March 12,2018 at 7:00 pm

Next Board Meeting: March 19, 2018 at 7:00 pm