

**Wyomissing Public Library
Board Meeting
Monday, January 20, 2020**

The meeting was called to Order at 7:00 p.m. by Marge Vath.

Board Members Present: Amy Auchenbach, Greg Ciatto, Jeff Herb, Adriane Hoke, Diane Hollinger, Vicki Jenckes, Mark Ratcliffe, Lindsay Romeo, Marge Vath, Sharon Scullin, Kara DeJohn

Library Director: Colleen Stamm

A MOTION was made by Mark Ratcliffe to approve the December, 2020 Board meeting minutes and it was seconded by Vicki Jenckes. The motion carried unanimously.

President's Report: Marge Vath

1. Marge welcomed Kara DeJohn to the board of directors.
2. Marge announced that Jamie Slotkin submitted her letter of resignation from the board due to an increased demand with work and personal commitments. Marge Vath made a MOTION to accept Jaime Slotkin's resignation. It was seconded by Vicki Jenckes. The motion carried unanimously.
3. A copy of the revised WPL By-laws including additions and amendment dated December 2019 was distributed. Marge noted that the change was made the date of the board meeting. The By-laws now state that the board meetings take place once a month and are announced in advance (no day of week is specified).
4. The strategic plan survey closed on December 31, 2019. There were 328 responses; 253 were digital. Most of the survey responses, 55%, were received from 31-60 year old. There were 26 positive responses about the staff (write in, not a question on the survey).
5. Ruth Perkins from Kutztown University has volunteered to assist the board with the library's strategic plan.

Treasurer's Report: Vicki Jenckes

1. Vicki distributed a simplified spreadsheet with a snapshot of the library's budget from 2019 including problem areas the board needs to improve including:
 - a. Association donations
 - b. Sponsorship
 - c. Fundraising
 - d. Borough of Wyomissing contributions

Corresponding Secretary: Gregory Ciatto

1. No report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for December, 2019
 - a. Materials circulation: 4315 items. That is a 2 % decrease compared to the same month last year.
 - b. Overdrive eBooks: 118 downloads; a 13% increase compared to the same month last year.
 - c. People: 4922 people entered the library; a 7% increase compared to the same month last year.
 - d. Computer Users: There were 372 accesses for the month; a 4% increase compared to the same month last year.
 - e. Children's programming: 431 patrons participated in the children's activities. That is a 34% decrease compared to the same month last year.
 - f. Adult Programming: 89 patrons took part in our activities; a 31% decrease compared to the same month last year.
 - g. One Click Downloadable Audio: 22 downloads; a 58% decrease. compared to the same month last year.

- h. AWE Early Literacy Stations: 138 accesses; a 21% increase compared to the same month last year.
 - i. Mango Languages: 85 patrons took advantage of this program; a 25% decrease compared to the same month last year.
 - j. Wireless Internet Users: 267 people used the library's Wi-Fi access; an 11% increase compared to the same month last year.
 - k. Hoopla: there were 218 accesses for the month; a 153% increase compared to the same month last year.
2. The library purchased a new credit card machine. Colleen announced that we will save approximately \$500 per year.
 3. Colleen purchased new badges for the staff at the library.
 4. Colleen will attend a free Berks County Community foundation workshop on Jan 31.

Committee Reports:

1. Fundraising/Community Affairs:
 - a. Mark Ratcliffe announced that Derby party will be held at Stephanie Rawden's house on Saturday May 2, 2020. Save the date cards will go out in February.
 - b. Marge Vath announced that the library board is working on starting a group of volunteers called Library Partners. These volunteers would help support the library and our board members with various events throughout the year such as the Election Day Bake Sale, Duck Race, Holiday Trolley Tour, etc.
 - c. Amy Auchenbach discussed possible date for volunteer luncheon. This event is typically held on a Thursday in April. We will announce the date at the next board meeting.
2. Membership: Lindsay Romeo
 - a. The committee met with Alan Shirk from Shirk Communications. The committee is hoping to have Alan revamp our Spring Association mailer.
 - b. Looking into more digital approaches for donations in 2020. Colleen Stamm said that 5% of our donations were received digitally/online in 2019.
3. Corporate Sponsorship: Vicki Jenckes
 - a. Vicki is going to reach out to Phil Wolfe who is interested in helping out the library in some way.
 - b. The committee requested a copy of the past sponsors for our major events. Colleen Stamm will locate and distribute.
4. Nominating: Diane Hollinger

Diane did a great job advertising in the community to search for people interested in joining the board. Diane Hollinger, Marge Vath and Colleen Stamm met with the all prospective candidates. After a brief background of each candidate, the following nominations were made:

 - a. Diane Hollinger made a MOTION to nominate Anthony LaParo to fill a voting position on the board. It was seconded by Vicki Jenckes. The motion carried unanimously.
 - b. Diane Hollinger made a MOTION to nominate Connie Aikman to fill a voting position on the board. It was seconded by Vicki Jenckes. The motion carried unanimously.
 - c. Diane Hollinger made a MOTION to nominate Jean Hornberg to fill a voting position on the board. It was seconded by Vicki Jenckes. The motion carried unanimously.
 - d. Diane Hollinger made a MOTION to nominate Lauren Oswald to fill an At-large (non-voting) position on the board. It was seconded by Vicki Jenckes. The motion carried unanimously.
 - e. Diane Hollinger made a MOTION to nominate Ann Dybalski to fill an At-large (non-voting) position on the board. It was seconded by Vicki Jenckes. The motion carried unanimously.
 - i. Marge Vath announced that Ann Dybalski would be serving on Finance committee. Vicki Jenckes questioned if it is a good idea to have Ann Dybalski reviewing the library's Vanguard account because she is an employed at Vanguard. Jeff Herb assured the board that there is not an issue with Ann serving on the Finance committee and making recommendations for our Vanguard investments. Ann will not benefit from any of the library's Vanguard transactions.

5. Finance: Vicki Jenckes
 - a. See Treasurer's Report
 - b. The exec committee is working on building the finance committee to review the library's financial investments and help with annual budget.
6. Personnel: Colleen Stamm
 - a. no report

Unfinished Business

None

New Business

None

Meeting adjourned at 7:50 p.m.

Meeting Minutes submitted by Gregory Ciatto

Next Executive Board Meeting: February 17, 2020 at 6:00 p.m.

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