

**Wyomissing Public Library
Board Meeting
Monday, September 21, 2020**

The meeting was called to Order at 7:05 p.m. by Marge Vath

Board Members Present: Connie Aikman, Amy Auchenbach, Greg Ciatto, Kara DeJohn, Ann Dybalski, Jeff Herb, David Hershey, Adriane Hoke, Diane Hollinger, Vicki Jenckes, Jody Menon (Borough Representative), Lauren Oswald, Mark Ratcliffe, Lindsay Romeo, Sharon Scullin, Marge Vath

Library Director: Colleen Stamm

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

President's Report: Marge Vath

1. Jean Hornberger submitted a letter of resignation from the Board of Directors. Mark Ratcliffe made a MOTION to accept her resignation. It was seconded by Connie Aikman. The motion carried unanimously.
2. Marge welcomed David Hershey to the Board. This is his first Board meeting. David was nominated to serve on the Board at the February meeting.
3. Due to the pandemic, Marge discussed giving Board member's the option of extending their term for an additional year. Sharon Scullin pointed out that the board would need to amend the library's by-laws to accommodate this request. Sharon and Marge will investigate this matter. This discussion was tabled until a future Board meeting.
4. Marge discussed the location of future Board meetings, and whether to hold them virtually or in-person. The Board unanimously agreed to host the meetings virtually through the end of the 2020.

Treasurer's Report: Vicki Jenckes

1. Vicki announced that the Finance committee met in March 2020 before the library closure. The following board members attended the meeting: Ann Dybalski, Jeffrey Herb, Vicki Jenckes.
2. The Finance committee addressed the library's Vanguard account and made a MOTION to complete the following transactions:
 - a. Transfer balance from the Vanguard Long-Term Bond Index Fund into the Vanguard Short-Term Bond Index Fund.
 - b. The investment account holds 120 shares of John Hancock Investors Trust (JHI). Recommendation is made to sell this security. Going forward any stock donations made to Library should be sold in a timely fashion. recommended the following
This motion came from the committee and needs no second. The motion carried unanimously. Colleen Stamm will be responsible for completing these transactions on the library's Vanguard account. To request a copy of the Finance committee's report, please contact the Library Director.
3. Vicki reviewed the Operating Budget and Cash Flow Management report. YTD, the library is \$11,470 to the positive. This is largely due to the library's receipt of a \$41,800 Paycheck Protection Program loan by the SBA which is keeping things afloat. Vicki added that there will likely be no fundraising due to the pandemic. There was some discussion among the board about potentially doing online fundraisers in the future.
4. Vicki presented and discussed the library's 2021 Budget. The following items were highlighted:
 - a. State aid has been reduced to 5/12th of 2020 budget amount. This is a 60% decrease in funding; approximately \$23,000 less.
 - b. We are requesting \$200,000 from the Borough of Wyomissing to fill our shortfall and keep the library operating.
 - c. We reduced our budget expenses by \$15,000 to try and balance this decrease in funding.

- d. Jody Menon recommended that Vicki Jenckes meet with the Borough of Wyomissing's Finance committee members to plead the library's case for funding.
- Vicki Jenckes made a MOTION to approve the 2021 Budget. It was seconded by Mark Ratcliffe. The motion carried unanimously.

Corresponding Secretary: Gregory Ciatto

No report.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for August, 2020
 - a. Materials circulation: 2001 items. That was a 71% decrease compared to the same month last year.
 - b. Overdrive eBooks: 372 downloads; That was a 95% increase compared to the same month last year.
 - c. People: 0 people entered the library; a 100% decrease compared to the same month last year.
 - d. Computer Users: there were 0 accesses for the month; a 100% decrease compared to the same month last year.
 - e. Children's programming: 185 patrons participated in the children's activities; That was a 76% decrease compared to the same month last year.
 - f. Adult Programming: 95 patrons took part in our activities. a 38% decrease compared to the same month last year.
 - g. One Click Downloadable Audio: 23 downloads; a 55% decrease compared to the same month last year. *This is the last month for this online service.
 - h. AWE Early Literacy Stations: 0 accesses. a 100% decrease compared to the same month last year.
 - i. Mango Languages: 41 patrons took advantage of this program; a 61% decrease compared to the same month last year.
 - j. Wireless Internet Users: 40 people used the library Wi-Fi access; a 87% decrease compared to the same month last year.
 - k. Hoopla: there were 277 accesses for the month; a 25% increase compared to the same month last year.
2. The library began grab-and-go service in June. This service started out strong, but the demand for this service has tapered off recently.
3. The summer reading program was held virtually this year and the staff were pleased with the results. We had 116 children and teens participate in the program. Kristine Seibert, our Children's Librarian, offered 32 virtual programs during our 6-week summer reading program.
4. Colleen announced that the library is going to be a polling location on Election Day, November 3.
5. Colleen proposed that the library try to open the building for patrons beginning October 1st. The library would be open 2 days a week for 4 hours at a time. We will limit the number of patrons in the building to 25 and ask that they use hand sanitizer when they enter. Computers would be spaced out and only 3 computers would be used and each user is responsible to clean before and after they use them. Patrons will also be asked to limit their time in the building to 30 minutes. Hand sanitizer will be offered at shared stations such as the newspapers and computers.
6. Instead of patrons making an appointment for grab-and-go, it was suggested that the library possibly offer patrons a day to pick up their items and have all the item requests on a cart.

Committee Reports:

1. **Fundraising/Community Affairs:**
 - a. There was some discussion about hosting online fundraisers and potentially doing an outdoor book sale on Election Day since the library is a polling location.
2. **Membership:** Lindsay Romeo
 - a. The committee exchanged emails this summer and redesigned Association mailer which was intended to be mailed in the Spring. This mailer was taken to the post office on September

11. So far, there have only been a few responses. Due to the pandemic, there was an issue with getting the mailer printed, stuffed, tabbing and distributed.
 - b. After some discussion, it was recommended that the committee contact Sir Speedy for a quote on streamlining the process of this mailer.
 - c. The committee recommended that the library put a post on the Facebook page asking for donations.
3. **Corporate Sponsorship:** Vicki Jenckes
 - a. Nothing to report.
 4. **Nominating:** Diane Hollinger
 - a. Nothing to report.
 5. **Finance:** Vicki Jenckes
 - a. See Treasurer's Report.
 - b. An audit report for 2019 was completed by Long, Barrell, & Co. and the library received a clean report.
 6. **Personnel:**
 - a. Colleen Stamm presented a proposed teleworking policy. After discussion, it was decided to table approval of this policy until a future meeting.

Unfinished Business

None.

New Business

1. Colleen Stamm presented the Whistleblower policy for review. After some discussion, Mark Ratcliffe made MOTION to approve this policy. It was seconded by Greg Ciatto. The motion carried unanimously.
2. Colleen Stamm presented the Fixed Asset Capitalization policy for review. After some discussion, Vicki made a MOTION approve this policy. It was seconded by Greg Ciatto. The motion carried unanimously.
3. Sharon Scullin announced that she is working with Colleen Stamm on reviewing and updating the library's bylaws.

Meeting adjourned at 8:30 p.m.

Meeting Minutes submitted by Gregory Ciatto

Next Board Meeting: Monday, October 19, 2020 at 7:00 p.m. This meeting will be held online via Zoom.