

**Wyomissing Public Library
Board Meeting
Monday, October 19, 2020**

The meeting was called to Order at 7:03p.m. by Marge Vath.

Board Members Present: Amy Auchenbach, Gregory Ciatto, Kara DeJohn, Ann Dybalski, Jeff Herb, David Hershey, Diane Hollinger, Lauren Oswald, Vicki Jenckes, Anthony LaParo, Jody Menon (Borough Representative), Mark Ratcliffe, Sharon Scullin, Marge Vath

Library Director: Colleen Stamm

A MOTION was made by Mark Ratcliffe to approve the September, 2020 Board meeting minutes and it was seconded by Anthony LaParo. The motion carried unanimously.

President's Report: Marge Vath

1. Marge reported that the Board accepted Jean Hornberger's resignation from the Board at last month's meeting and we now have a vacancy to fill. Marge announced that Lauren Oswald is moving from an At-large (non-voting) position to a voting position effective this month.
2. Marge reminded Board members that Committee reports need to be submitted for the Annual Meeting in December. Due to the COVID-19 pandemic, we realize that most of the reports will be shorter this year.
3. Marge proposed modifications to the library's By-laws including changes to Article 2, 3, 4, 6, 7, and 8. There was some discussion among the Board members regarding these new amendments. Vicki Jenckes made a MOTION to approve the amendments to the By-laws. It was seconded by Mark Ratcliffe. The motion carried unanimously. To request a copy of the new amended by-laws, please contact the Library Director.
4. Marge welcomed and introduced Stephanie Williams, District Consultant Librarian for the Reading District. Stephanie said that the Wyomissing Public Library is part of the Reading District, which is 1 of 29 Districts throughout Pennsylvania who receive funding from the State. Stephanie works closely with Colleen Stamm and the other Library Directors in Berks County to assist them with reports and State regulations. Stephanie distributed information for Board members and said she is available to answer any questions anytime. She also shared her contact information.

Treasurer's Report: Vicki Jenckes

1. Vicki reviewed the library's Operating Budget and Cash Flow report. The library's expenses were \$2,162 less than income for the month of September. Year-to-date the library has a surplus of \$13,633. The library received \$9,700 from the Berks County Community Foundation in September.

Corresponding Secretary: Gregory Ciatto

No report

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for September, 2020
 - a. Materials circulation: 1810 items. That was a 67% decrease compared to the same month last year.
 - b. Overdrive eBooks: 388 downloads; That was a 149% 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: 47 patrons participated in the children's activities; That was a 86% decrease compared to the same month last year.

- f. Adult Programming: 76 patrons took part in our activities; a 53% decrease compared to the same month last year.
 - g. One Click Downloadable Audio: *This service ended in August 2020.*
 - h. AWE Early Literacy Stations: 0 accesses; a 100% decrease compared to the same month last year.
 - i. Mango Languages: 20 patrons took advantage of this program; a 81% decrease compared to the same month last year.
 - j. Wireless Internet Users: 40 people used the library Wi-Fi access; a 84% decrease compared to the same month last year.
 - k. Hoopla: there were 284 accesses for the month; a 19% increase compared to the same month last year.
2. Colleen reported that there have been a lot of positive comments from patrons and staff about the library reopening this month. Patrons have been abiding by regulations and things are progressing well. Colleen is considering add some evening “open” hours for browsing and computer usage.
 3. Colleen completed the library’s Plans for the Use of State Aid to the Office of Commonwealth Libraries. Due to the COVID-19 pandemic, the library wasn’t able to be open for the required numbers of hours in 2020 and needs to submit a waiver for the hours of operation.

The Board Resolution for the Waiver of Standards states:

WHEREAS, PA Public Library Code 24 Pa.C.S. § 9332 (a) authorizes the State Librarian to waive standards for local libraries, library systems, and district centers upon application by the board of directors of the local library. And WHEREAS, the 2020-2021 Public Library Subsidy falls below the 2002-2003 funding level of \$75,289,000. BE IT RESOLVED that the Board of Directors of Wyomissing Public Library requests a waiver of standards for the hours of operation for the reporting year of 2020 at a duly-noticed meeting of the Board held on October 19, 2020.

Sharon Scullin made a MOTION to approve the Board Resolution for the Waiver of Standards. Anthony LaParo seconded the motion. The motion carried unanimously.

The waiver was signed by Marge Vath and Greg Ciatto.

Committee Reports:

1. Fundraising/Community Affairs: Amy Auchenbach
 - a. The Board discussed having community members donate books to the library to honor someone. The name of the person being honored would be on a book plate in the front of the book as well as the person who made the donation. Colleen mentioned that the library already does this. Patrons can make a donation in memory of someone or to honor someone’s Birthday or celebrate a holiday.
 - b. Sharon Scullin suggested that the board hand out cookies with a brochure on Election Day to remind community members about the library and hopefully they will remember the library in their end of year giving. Greg Ciatto offered to donate individually wrapped cookies.
 - c. Amy said the fundraising committee explored the possibility of having a Kauffman’s BBQ Chicken fundraiser on Election Day. Unfortunately, that date wasn’t available. The committee will work on hosting this fundraiser in the future.
 - d. The Board discussed organizing a mystery bag book sale on election day. Each bag would cost \$5.00 each. The committee asked Colleen to contact Diane Yoh, a library volunteer, to see if she would be able to help with this fundraiser.
2. Membership: Lindsay Romeo
 - a. The library received \$7580 in Association donations in September.
 - b. To save money on Association mailers, Lindsay said Shirk Communications, the company who printed the last mailer, recommended that the library switch to a postcard type mailer, eliminate the return envelope, and encourage online donations.
 - c. Lindsay reported that the committee is working on getting quotes from local printers for the next Association mailer in 2021 and hopes to have more information for the Board in the coming months.
3. Nominating: Diane Hollinger
 - a. No report
4. Finance: Vicki Jenckes
 - a. See Treasurer’s Report

5. Personnel: Marge Vath
 - a. No report

Unfinished Business

1. Colleen Stamm circulated a new Emergency Telework policy. There was some discussion about this policy. Anthony LaParo noticed that there were a few minor revisions that needed to be done. Colleen said she would make those corrections. Sharon Scullin made a MOTION to approve the Emergency Telework policy with the corrections that were stated. Anthony LaParo seconded the motion. The motion carried unanimously.

New Business

None.

Meeting adjourned at 7:48 p.m.

Meeting Minutes submitted by Gregory Ciatto

Next Board Meeting: November 16, 2020 at 7:00 p.m. This meeting will be held online via Zoom.