

**Wyomissing Public Library
Board Meeting
Monday, March 18, 2024**

The meeting was called to Order at 7:07 p.m. by David Walker

Board Members Present: Tracy Beaky, Kara DeJohn, Joe DeMarte, Mary Zervanos Dialectos, Ann Dybalski, Jeff Herb, Rose Kennedy, Danielle Nuhfer, Steve Ohnsman, Gretchen Platt, Lindsay Romeo, Lindsay Sakmann Rafer, David Walker

Borough Council Representative: Rick Weinhoffer

Library Director: Colleen Stamm

February 2024 Minutes: Lindsay Romeo stated that there is an error in the February 2024 Board Meeting minutes under Library Usage Statistics, Section f. Wireless Internet Users: 173 people used the library Wi-Fi access; a 29% decrease compared to the same month last year. **The percentage should read ‘increase’ instead of ‘decrease’.**

A MOTION was made by Lindsay Sakmann Rafer to approve the February 2024 Board Meeting minutes with the amendment, and it was seconded by Rose Kennedy. The motion carried unanimously.

President’s Report: David Walker

1. David stated that we may need to add an addendum to the “Request to Withdrawal or Retraction of Library Materials“ Policy. There is no mention about what to do if a patron objects to the library displays. The objective is to make sure that the library has a procedure in place to handle this occurrence should it arise. David asked Mary Zervanos Dialectos to help with this matter and come up with a suggestion by the next Board meeting.
2. David reported that the 5 public computers, Colleen and Jonathan's laptops, and the Server all need replacing. Computer usage on the public computers is about half of what it was in the past. There is currently no wait time for computer usage. David recommended not replacing all the public computers, and instead spending the money on materials, what the patrons tend to utilize the most. Colleen Stamm stated that all but 3 Berks County public libraries have 5 computers and if we reduce the number of public computers, next year’s State Report will show that this is a ‘service cut’ and we are currently unsure of any repercussions. Kara DeJohn suggested that we keep two of the computers and only upgrade the 3 computers, which would not show a cut in service. David suggested that the library set some money aside and plan in the budget to replace computers every 5 years in the future. Colleen stated that SolveIT recommended a computer/Server upgrade.
 - a. A MOTION was made by Kara DeJohn to approve the upgrades in technology and to purchase 4 public computers with the option to buy a fifth computer later. It was seconded by Mary Zervanos Dialectos. The motion was carried unanimously.
 - b. A MOTION was made by Lindsay Sakmann Rafer to approve the purchase of 2 staff laptops and replace the server. It was seconded by Danielle Nuhfer. The motion was carried unanimously.

Treasurer’s Report: Jeff Herb

1. Jeff circulated the Operating Budget and Cash Flow Report. He reported that memorial gift that we received in January is reflected in the expenses because the library invested the money in the Vanguard account.

Finance Committee: Jeff Herb

1. Jeff reported that the investment portfolio at Vanguard is working out very well. The committee proposed rebalancing the portfolio from the current allocation of 21% Fixed Income, 79% Equity, 8.16% Intermediate Fixed Income, 12.46% Short-term Fixed Income to the proposed allocation of 40% Fixed Income, 60% Equity, 30% Intermediate Fixed Income, 10% Short-term Fixed Income.
 - a. A MOTION was made by Joe DeMarte to rebalance the Investment Portfolio at Vanguard and it was seconded by Lindsay Sakmann Rafer. The motion was carried unanimously.

Librarian's Report: Colleen Stamm

1. Library Usage Statistics for February 2024
 - a. Materials circulation: 3,664 items. That was a 3% decrease compared to the same month last year.
 - b. Overdrive eBooks: 783 downloads; that was a 50% increase compared to the same month last year.
 - c. Hoopla: there were 380 accesses for the month; a 3% increase compared to the same month last year.
 - d. People: 2,971 people entered the library; that was a 20% increase compared to the same month last year.
 - e. Computer Users: there were 234 accesses for the month; that was a 19% increase compared to the same month last year.
 - f. Wireless Internet Users: 172 people used the library Wi-Fi access; an 18% increase compared to the same month last year.
 - g. Children's programming: 619 patrons participated in the children's activities; that was a 7% increase compared to the same month last year.
 - h. Adult Programming: 209 patrons took part in our activities; a 54% increase compared to the same month last year.
 - i. AWE Early Literacy Stations: 164 accesses; a 2% decrease compared to the same month last year.
2. Other -
 - a. Colleen reminded everyone that the library merged the Overdrive account (eBooks) with Reading Public Library last year, saving the library \$3,000 per year and the patrons have a wide range of books to choose from.
 - b. Kara DeJohn asked if we can increase the Hoopla usage. Colleen stated that while an increase is available, the library is currently spending \$800-\$900 on Hoopla.
 - c. Colleen reported that the library got new phones and a new plan. This new plan will save the library \$50 per month.
 - d. Colleen reported that the library's State Report was filed Friday, March 15, 2024.
 - i. While completing the State Report, Colleen noted that she found errors in the 2023 Children's Programming statistics for March 2023 and November 2023. The program numbers were higher than reported. March 2023 was 619 and November 2023 was 568.
3. Personnel - None

Committee Reports:

1. **Fundraising/Community Affairs:** Ann Dybalski and Rose Kennedy
 - a. Volunteer Luncheon - April 12, 2024 at 12:30pm. Email invitations have gone out.
 - b. Community Sponsorship Letter has been updated, the committee asked that each board member solicit one business.

- c. Art on the Avenue - June 15, 2024. Ann reported that a 10x10 space for a nonprofit for Art on the Avenue will be \$100.
 - d. Brews and Books exploratory committee slated for over the summer.
- 2. **Association Communication:** Lindsay Romeo
 - a. Association Membership flier update: Videos have been assigned QR codes, they have been tested to assure they are in working order. The Association Membership flier has been submitted to the printer.
- 3. **Nominating:** Connie Aikman
 - a. None
- 4. **Strategic Planning:** David Walker
 - a. David reported that we received 146 responses to our Strategic Planning Survey in less than a week.
 - b. Tracy Beaky – Vision and Mission Statement
 - i. Multiple-phases open for staff and board involvement
 - ii. Tracy asked that Board members take their time to respond to an email survey, coming soon. She also requested that Board members make time to join in a 90-minute Mission/Vision Statement meeting. This meeting is likely being planned for the end of April.

Unfinished Business

None

New Business

- 1. Kara DeJohn and Joe DeMarte inquired if there is any availability for the library to tie into Wyomissing Borough events (i.e. Fishing Rodeo) for library fundraising efforts. Rick Weinhoffer said that the Borough is always interested in joining efforts, however, alcohol is currently prohibited at Happy Hollow or the Stone House. David Walker agreed that this should be explored for future fundraising efforts.
- 2. David Walker asked for suggestions to recognize the memorial gift we received from Ed Delany. The following ideas will be brought before the Executive Committee to be narrowed down and presented at next month’s Board meeting for a vote.
 - a. A connecting the bench on the front via a paved walkway.
 - b. Adding some birdhouses in the spirit of local buildings to the garden areas.
 - c. A birding section of books that we could name after the giver.
 - d. A simple ‘thank you’ in the newsletter.
 - e. Book delivery service for local homebound residents (using volunteers to make deliveries).
 - f. An event, experience or program in Mr. Delaney’s honor.
 - g. An honorary plaque for future use as well.

Meeting adjourned at 8:12 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, April 15, 2024, 7:00 p.m.