

**Wyomissing Public Library  
Board Meeting  
Monday, January 20, 2025**

The meeting was called to Order at 7:05 p.m. by David Walker

**Board Members Present:** Tracy Beaky, Jim Christie, Kara DeJohn, Joe DeMarte, Rose Kennedy, Stephen Ohnsman, Serenah Pauliuc, Charlie Perkins, Gretchen Platt, Lindsay Sakmann Rafer, Jennafer Reilly, Lindsay Romeo, Michelle Van Buren, David Walker

**Borough Council Representative:** Rick Weinhover

**Library Director:** Colleen Stamm

**December 2024 Minutes:** Rick Weinhover noted that he was listed as a “second” for a motion regarding 4a and 4c in the Personnel Handbook and Policies. David Walker said the vote will be recast at this meeting. A MOTION was made by Lindsay Sakmann Rafer to approve the December, 2024 Board Meeting minutes and it was seconded by Steve Ohnsman. The motion was carried unanimously.

**President’s Report:** David Walker

1. Fundraising 2025 - David asked the Board to think of which local companies (included but not limited to the Library’s current sponsorship list) to reach out to in 2025. We raised \$3,000 in 2024 in corporate sponsorships. David’s goal would be to improve this by approaching a targeted list of companies to discuss multi-year partnerships with the library to raise the corporate sponsorship income to \$10,000 - \$15,000 annually. David asked Board members to start introductions between interested companies and the Fundraising Committee.
2. Volunteer Coordinator - David said he is looking for a current board member who would be interested in becoming a volunteer coordinator. Please reach out to him if interested.
3. Changing meeting time for Board meetings- David suggested moving monthly meeting start times to 6:30pm instead of 7pm. Kara asked if the Board would entertain a ‘phone in’ or Zoom option. Lindsay Sakmann Rafer mentioned that having an option for Zoom meetings would possibly garner greater attendance or flexibility to attend a greater number of meetings. David proposed putting together an Ad-Hoc committee to discuss this further. Colleen mentioned that the library just canceled the Zoom subscription, but the option of using Microsoft Teams is available. Please reach out to David if you are interested in joining the Ad-Hoc committee.
4. Proposed By-law changes
  - a. Re-Distribute Board Term Expiration Dates - Section 3.04  
Our three-year board terms for regular voting members are not evenly distributed on a three-year cycle. Currently, too many board terms expire all at once at the end of 2026, and too few expire at the end of 2027 or 2028. Ideally, 5 of 15 board seat terms would expire each year. That would make recruiting new board members to replace outgoing members a lot more manageable. It would also help the board avoid disruptions to board knowledge, experience and continuity over the next several years. To re-adjust the distribution, David proposed using vacancies that occur over the next few years to reset term expiration dates. Whenever any new board member is appointed to fill a mid-term vacancy, we would set the expiration date of the incomplete term to either December 31, 2027 or December 31, 2028 until the expiration dates of board terms are evenly distributed. Once that is accomplished, we would resume filling vacancies without changing any term end dates, ie, by the current rules.

Here are the proposed changes to Section 3.04: In case of a vacancy on the Board, the remaining members of the Board shall, with the input of the Nominating Committee, appoint a successor to fill the unexpired term to serve a term expiring either December 31, 2027 or December 31, 2028, and continue appointing such successors until exactly five (5) board terms are set to expire on each of those dates. After such condition is met, or after December 31, 2028, whichever comes first, in the case of a vacancy on the Board, the remaining members of the board shall appoint a successor to fill the unexpired term without any change to the term's expiration date.

A MOTION was made by Rose Kennedy to approve the Re-Distribution of Board Term Expiration Dates and it was seconded by Lindsay Sakmann Rafer. The motion was carried unanimously.

b. 2/3 Vote Requirement - Section 9.01

David proposed changes in December to Section 9.01 of the by-laws to require a 30-day notice and a 2/3 vote for any future by-law changes. It is believed this will benefit the board and the library by making the process more open, deliberative, and consensus-oriented. This will affect procedure for by-law changes only. The majority-vote procedures for all other business, including changes to library policies, will remain unchanged. Here are the proposed changes to Section 9.01: The authority to make, alter, amend and repeal the ByLaws of this Corporation shall be vested in the Board of Trustees, subject always to the power of the members to change such action. The powers hereby conferred shall be exercised in accordance with the following procedures: 1. At least twenty-eight (28) days before being subject to a vote, any proposed ByLaw addition, alteration, amendment or repeal must be presented in writing and read aloud at a regular or special meeting duly convened by the Board of Trustees, and 2. At least a majority two-thirds vote of the members of the Board of Trustees or of the members of the Corporation who are present in person, as the case may be, at any regular or special meeting duly convened after five (5) days notice to the member or Trustees for that purpose after condition (1) has been met, shall be required to affect any ByLaw addition, alteration, amendment or repeal.

A MOTION was made by Kara DeJohn to approve the 2/3 Vote Requirements and it was seconded by Lindsay Sakmann Rafer. The motion was carried unanimously.

5. Performance Evaluation Policy (second vote on policy) - At our December meeting, we passed a personnel policy change unanimously. Due to a procedural error, we must vote on this policy again. The purpose of the policy change is to shift responsibility for the Library Director's annual performance review from the Board President to the Personnel Committee.

A MOTION was made by Jennafer Reilly to approve the Performance Evaluation Policy and it was seconded by Lindsay Sakmann Rafer. The motion was carried unanimously.

6. Board Member Residency Requirement - David proposed two (at-large but able to become voting) board seats become available to West Reading residents. Currently, in the ByLaws, under Section 2.01, "applicants must be 18 years of age, a monetary donor to the library and a Wyomissing Resident." The Borough has asked us to take an anonymous poll on support for this idea. Rick stated that when the Wyomissing Borough purchased the library building, there were no stipulations as to who sits on the board. The Borough suggested that while they are not opposed to changing the residency requirement, they ask that this choice be made for the right reasons. Rose inquired if we should clear this idea with the Borough, thus a private vote to see if there is enough support to take back to the Borough. Steve asked if the Library has a constitution. Colleen stated that as far as she is aware, there is no constitution. David plans to look into seeing if the library has a constitution, but in the

meantime a private vote was cast with the results being a unanimous approval to open two board seats to West Reading residents pending an investigation into a library constitution. The Borough will be made aware of the unanimous interest of this vote.

**Treasurer's Report: Steve Ohnsman**

1. As Steve just stepped into the role and is learning the ropes, a treasurer's report is not available this month.
2. Colleen stated that under Expenses/Target Budget, the number is incorrect. The formula was entered incorrectly. Fundraising expenses total is incorrect as well, these expenses were put into Community Affairs by mistake. The Operating Budget will be fixed and emailed to Board members within the week with the corrections.

**Librarian's Report: Colleen Stamm**

1. Library Usage Statistics for December, 2024
  - a. Materials circulation: 2,815 items. That was a 5% decrease compared to the same month last year.
  - b. Overdrive eBooks: 997 downloads; that was a 42% increase compared to the same month last year.
  - c. People: 3,413 people entered the library; that was a 14% increase compared to the same month last year.
  - d. Computer Users: There were 216 accesses for the month; that was a 5% increase compared to the same month last year.
  - e. Children's programming: 683 patrons participated in the children's activities; that was the same compared to the same month last year.
  - f. Adult Programming: 251 patrons took part in our activities; a 3% increase compared to the same month last year.
  - g. AWE Early Literacy Stations: The online reporting tool for this service is not available. The usage statistics are unavailable.
  - h. Wireless Internet Users: 197 people used the library Wi-Fi access; a 27% increase compared to the same month last year.
  - i. Hoopla: there were 421 accesses for the month; a 13% increase compared to the same month last year.
2. Other –
  - a. Eli Esterbrook attended the Board meeting to discuss his potential Eagle Scout project. He would like to come up with a project that complements the library's Native Gardens. He plans to draft a proposal to be presented at February Board meeting. Charlie inquired about the due date on Eli's project. Eli stated that he needs to have his Eagle Scout project completed by May 2026.
  - b. Colleen reported that print circulation is trending down in most libraries as patrons migrate toward more e-materials. AWE reporting is still not working. The library can utilize the service, but the reports are still unavailable.
  - c. Resource sharing with Berks County Public Libraries went live January 2, 2025. Promotions on the library website started January 5, 2025.
  - d. David and Colleen have been working to revamp the newsletter. Please reach out to either David or Colleen if you have anything to include in the newsletter.
  - e. Philadelphia Flower Show Bus will be held on March 1<sup>st</sup>. The push has started to sell all the tickets. The registration deadline is February 1.
  - f. Colleen is working on a Quarterly Email Newsletter which is slated to be released to patrons soon.
3. Personnel - None

**Committee Reports:**

1. Finance Committee: Steve Ohnsman
  - a. No report
2. Fundraising/Community Affairs: Gretchen Platt and Rose Kennedy
  - a. Fundraising: The committee plans to meet before the end of January to discuss the planning of a larger scale fundraising opportunity (\$5,000-\$10,000).
  - b. Gretchen passed around a paper for Board members to write down names of people/companies that donated to the library in 2024. The committee asks that members take a Wyomissing Library Thank You Note, fill it out and either send it off or return to Gretchen or David to be written and/or sent.
3. Association Communication: Lindsay Romeo
  - a. The committee will start brainstorming on the 2025 Association mailing to hit community mailboxes in March 2025.
4. Nominating: Lindsay Sakmann Rafer
  - a. No report

Unfinished Business

None

New Business

None

Meeting adjourned at 8:11 p.m.

Meeting Minutes submitted by Lindsay Romeo

Next Board Meeting: Monday, February 17, 2025 at 7:00 p.m.