

Womelsdorf Community Library Board of Trustees
Meeting Minutes
September 26th, 2017

Present

Nina Meister (Library Director), Tim Kreider (Board President), Irene Sileski (Board Treasurer), Paula Swanson (Corresponding Secretary), James Gibson (Trustee), Diane Schwab-Sullivan (Trustee), Danell Schoemaker (Trustee), Connie Keller (Borough Liason), Carolyn Edwards (Guest).

Meeting was called to order by President Tim Kreider at 6:30 PM.

Welcome issued to guest Carolyn Edwards

Good News/Brag Moments

Nina reported the Rotary Event appeared to be successful. Attendance appeared to be higher. Only 34 tickets sold from Womelsdorf Library out of the 50 that were issued. Discussion ensued on how to increase sales, advertising needs to be more prominent for this fundraiser in 2018.

Correspondence

Paula reported on thank-yous written in response to the donations triggered by the summer mailer.

Open Forum for Guests and Friends

Discussion Re: Memorial Bench raised by Carolyn Edwards. Several complimentary comments were made regarding the Nick Moore bench at Womelsdorf Playground. Connie will get pricing for similar bench, possibly smaller. Danell will also work toward completing this project in honor of Mr. Beamesderfer.

Review of Financials

Stable status reported by Irene (Board Treasurer). Detailed report to follow next board meeting.

Rotary Fundraiser

As Discussed under Good News/Brag Moments.

Director's Report

Circulation decline by 3%, this appears to be a system-wide trend.

23% Increase in Children's Program attendance and 89% Increase in Adult Program attendance noted.

Pumpkin Decorating Contest: October 21st

Diane, Carolyn and Paula offered to help pick up pumpkins from donors who will be solicited this week.

Bazaar: Potentially October 28th

Date has been confirmed with Harriet. Lynn knows proper contact person at Teen Challenge for set up and take down if needed. Nina will pursue this.

Light The Night: October 31st

Candy donations appreciated. No Nuts Preferred.

Wreath Decorating Contest/Silent Auction:

Friends of WCL

Wreaths (artificial) can be obtained at WCL, decorated at home and returned to the library for voting. Wreath pick-up October 11th to November 6th. Voting and Auction will be November 6th to December 8th. Best wreath will win "Best In Show".

Pumpkin Rolls

Friends of WCL

Selling from November 1st to 15th, \$10.00 per roll

Bake and Roll November 17th-18th- Volunteers needed!

Winter Wonderland Celebration

Lead Staff: Jen Harris

Date: December 9th, all day

Activities: Crafts, stories, songs, construction of large milk jug igloo in board room! Volunteers and milk jugs needed!

Light Our Library

Lead Staff: Nina

Date: December 31st, 5PM

Luminaries will be set up around the library to celebrate each donation of \$5.00 or more lighting our way into 2018. Volunteers needed! Cocoa and cookies will be served to all those coming to help.

New Hours Implementation

Roll-Out will be November 15th, 2017

Hours are Monday-Thursday: 11AM-8PM, Friday 4-8 PM, and Saturday 9AM-4PM. Nina and Tim emphasized that the change in hours will bring uniformity, and additional PM access for patrons.

Summer library hours will be shortened for a 10 week period (Saturdays will be 11AM-4PM) and this will help defray some of the cost for hours changes.

Fall Fundraiser

Tim will compose a letter, including personal stories and upcoming activities. This letter will accompany our fundraising mailer. Mailing date was discussed and November 27th was chosen. There will be a general mailing to Womelsdorf zipcode 19567. Only active donors in Richland and Newmanstown will be mailed. These lists will be sorted by Nina. Cost of mailing: \$1,600-1,800 budgeted.

Discretionary

\$250.00 request for collection purposes approved. Danelle motioned, Paula seconded.

Open Forum

Extensive discussion re: cleaning out of/reorganization of Board Room. It is currently utilized for storage as well as its normal events. Consensus reached that staff would be able to take non-essential items out of room if a working day was scheduled. Nina will arrange.

Further discussion on the possibility of purchase or donation of flat screen TV (50 inches or larger). Nina stated this would be a great value in terms of offering multiple services to patrons.

Jason will be contacted by Nina/Tim to check best placement for TV in board room.

Connie will check out TV options- purchase or donation of 50 inch or larger, also possible speakers to improve sound quality.

\$850.00 Budget Proposed and Approved to include TV, Mount and Speakers (Diane motioned, Danelle seconded).

Financial Record Keeping

Irene has managed to consolidate phone service to one carrier. Irene noted that it is no longer necessary to make copies of checks. 'Square' is operational for charges by patrons but documentation is needed for transactions. Nina will follow up.

Miscellaneous

Policy for Patron Behavior was discussed.

Bylaws Update was discussed and slotted for further discussion next meeting.

Holiday Decorating Event was scheduled for December 2nd, 4-7 PM.

Tim will check with Lynn about donations from the Christmas Barn.

Tim will speak with Chief Pontician about the Library Parking Lot.

Laws about assembly of public near or on library property- Bruce to check with Womelsdorf Solicitor on guidelines.

Meeting Adjourned at 8:15 PM.