

Womelsdorf Library Board of Trustees Meeting
November 28, 2017

Present: Tim Kreider, President; Paula Swanson, Corresponding Secretary; James Gibson; Diane Schwab-Sullivan, Danell Schoemaker, Nancy Carrington, Secretary; Nina Meister, Library Director.

Absent: Irene Sileski, Treasurer

- I. Call to order by Tim Kreider at 6:31 pm
- II. Good news / brag moments
 - Made \$1139 from Rotary Fundraiser. We sold the least tickets but did well.
 - Wreath auction going very well with lots of activity
- III. Correspondence
 - Paula is writing thank you notes for various occasions
 - No other correspondence
- IV. Review Financials for February thru September
 - Irene submitted her report electronically but she was unable to attend tonight.
 - Our donations are up this year which is great and the fundraising campaign letter hasn't gone out yet
 - Payroll is off budget but we increased hours so it is expected
 - Everything else seems to be in line year to date
 - Next year is an audit year
- V. Director's Report
 - Large decrease in circulation—24% down. Happening to all branches in the system. No apparent cause. Danell expressed opinion that it is due to increased technology.
 - Increase in children's attendance especially at Halloween. 38% increase. Miss Pat's last day at story time is next week but Jen is willing to pick up that story time.
 - 55% decrease in adult attendance
 - 50% decrease in teen attendance
 - Bazaar is December 2nd. It will be inside. All donations accepted including baked goods. Holiday decorating will begin at 4 after the library closes that day.
 - Wreath silent auction ends December 6th
 - Winter Wonderland Celebration is on December 8th, 4-8 pm. Santa will be coming for entire duration so cost will nearly double this year. It is usually \$120 for two hours but he will only charge \$200 for the four hours. Waiting to hear if Friends are paying for Santa again this year.
 - Light Our Library will be December 31st at 5 pm. We will surround our library with glowing battery operated luminaries and celebrate the generosity of our donors lighting our way into the new year.

- Next year is the 10th anniversary of the Melissa Edwards Memorial Run. Danell brought up that a run is being established in honor of a teacher from the school district who died last year. Their run is April 14th so will not conflict directly with ours except, perhaps for sponsors.
 - Discussion about changing cleaning companies to improve cleanliness. Danell moved and Paula seconded that we employ the new cleaning company for \$50/week. Passed unanimously. Paula brought up the cleaning of the carpets. Tim said he had neglected to pursue it. Nina will check with new cleaning service about what they can provide.
 - Microsoft has an update that needs to be installed. We have purchased the update for \$920 but it will be reimbursed by the system after it is installed.
 - Party for staff and volunteers will be in January on the 6th to avoid the hectic holiday season in December.
 - Nina brought up replacement of rug in board room. Suggestion was made to replace it with a bound remnant from a discount flooring store. Nina will follow up.
- VI. Fall Fundraising campaign
- Mailing to be sent no later than 12/1/17
- VII. Review and approval of unruly patron policies and procedures was tabled until next meeting
- VIII. Review of possible security upgrades for the library.
- Camera installation discussed.
 - Panic alarm and monthly monitoring costs—lengthy discussion. Tim will follow up with Security First about whether we need keypad to set off the panic button. We don't feel we need the contacted doors.
 - Our main goal is safety of the staff and library patrons. Nina will check with other libraries as to what their procedures are. We will continue discussion at next meeting.
- IX. Review of BCPL quarterly meeting agenda
- Social Media internal policy (should we adopt?). Tabled until next meeting.
 - New web site gives us ability to customize our website. Next meeting we will discuss what is important to have on our website. Nina will ask the staff what they would like to see on it. Come with ideas or give them to Nina. We have some collections that not all branches have so good to focus on those.
 - Book Bonanza Status—still haven't found a new location. It is up in the air but Friends committed to making sure it continues.
 - Funding formula will change. Structure at BCPL will change and Reading Library, which is the District Center, will probably need more funding to pick up additional responsibilities. Interlibrary loan has moved to Reading Library already.
 - Outward focus of the library system – “What is the tree in our community?”
- X. Open Forum
- Story Writers program is changing since some of the Story Writers are retiring per Nina

- Nina purchased a 55 inch Insignia television for the library. She got a good deal for \$551. It will be delivered December 4th and Jason will be available that day to install.
- Paula discussed the business partner program. Currently we don't have a sponsor for January and possibly September. We also have June 2018 open but we probably have someone lined up. If there are any other ideas please let Paula know.

XI. The meeting was adjourned at 8:15pm

Respectfully submitted,

Nancy Carrington, Secretary

Next meeting December 19th at 6:30 pm