

Minutes of the Manheim Township Public Library Foundation Board

Wednesday, April 24, 2013

The meeting was called to order at 5:40 p.m.

In Attendance: J. Martin, A. Miller, J. Renninger, G. Pasewicz, Cynthia Buckwalter, Library Director, Katrina Anderson, and MT Finance Director, Dawn Stratchko.

The March minutes were approved stipulating a wording correction from “three” accounts to “two” accounts since the LCCF was previously interpreted as being two accounts instead of one.

Dawn Stratchko presented an explanation of the various accounts held by the township for the library foundation. She described how the money flowed from one account to another and which account transfers needed foundation board approval. She answered various questions related to finances and the relatively new board was enlightened. Also, Katrina supplied a handout with descriptions of the purpose of each account.

The Director’s Report was accepted, with the comment that % of YTD Budget be included rather than the actual amount. The first quarter fundraising update was appreciated.

A motion (which corrects the wording though not intent of the previous month’s motion) was made to remove up to \$10,000.00 per year as a total from the **two** Library Foundation accounts, held by 1) LCCF and 2) RBC. The Board approved Katrina’s spending up to \$1,000 per month of this distribution, without board approval.

A motion was made to instruct LCCF to return \$4,997.00, the total of the available to spend amount, to the Library Foundation 41 Acct., instead of reinvesting it into the fund.

Katrina will see to the transfer of exactly \$32,000 from the Foundation’s (41-387-768) account to the Township’s General Fund. The motion, stating an amount range, was passed last month. The Board gave permission to Katrina for signing the letter instructing Dawn to make the transfer of funds.

Katrina stated that the Four Seasons Garden Club will be donating \$500 to the Library for the purpose of purchasing more native plants for the Discovery Meadow.

The Business Appeal Campaign was discussed. Katrina will finalize the appeal letter, then distribute it to the Board members for input before sending it to Kelly for final design. Board members will look through the list of business owners, provided by Katrina, and approach those with whom they feel comfortable asking for support. Other suggestions were made which Katrina will look into.

Meeting adjourned at 6:45 p.m.

Jim Martin, President