

## **Minutes of the Manheim Township Public Library Foundation Board Meeting Wednesday , September 24 , 2014**

The meeting was called to order at 5:40 PM. Attendance was taken and a quorum was confirmed.

In attendance: D. Ferruzza, J. Martin, A. Miller, G. Pasewicz, J. Renninger, K. Anderson (Library Director).

### **Public comments on the agenda**

None

### **Minutes of prior meeting**

Corrections were made to the August 27, 2014 minutes. D. Ferruzza made a motion to accept the minutes as amended. A. Miller seconded the motion. The motion to accept the minutes was unanimously adopted.

### **Current business**

Director's August Activities Report. Two part-time Youth Services assistants have left the staff. Remaining staff are stretched to cover the vacancies.

Director Anderson attended a preliminary budget meeting. She discussed with Township Commissioners Donna DiMeo and David Heck the library's proposed budget for the 2014-2015 fiscal year. A request to change the part-time Youth Services Manager position to full-time in 2015 was met with little support at the Twp staff meeting.

### **Standing committee reports**

#### Facilities

Lighting. New LED lamps are being considered to replace the existing fluorescent tubes in the overhead light fixtures because of problems with the fixtures' ballasts. The project will be expensive; the cost will determine, in part, when the project is scheduled.

Parking. At least twice a week the parking lot cannot sufficiently hold patrons' cars.

Roof. The snow barriers must be repaired or replaced prior to winter. Expected cost is \$1,500.

No other significant expenses are anticipated.

Friends Group. Year-to-date sales via Amazon.com are at \$15,600 and 714 books have been sold. August sales totaled \$300 and 130 books were shipped.

Director Anderson extended the library's gratitude to the Friends for their tremendous contributions to the annual used book sale.

A. Miller suggested that the library's website advertise when the Friends needs new volunteers, and that there be a training and transition period when new volunteers join to replace outgoing Friends members.

Personnel. D. Ferruzza expressed concern that advertisements seeking new library board members might attract enthusiastic volunteers who may not be familiar with the operations of the library and township. He suggested that volunteers might be solicited from people who are familiar with the library and township.

Director Anderson commented that such knowledge may be helpful but is not necessary.

Finance. J. Renninger reported that the library's accounts look good. Year-to-date expenditures are running about \$78,000 below projections. Nonetheless, year-to-date revenues from concessions and rentals are lagging projections. Mr. Renninger complimented Director Anderson for her assiduous efforts to control costs.

### **Old Business**

Fall letter. The fall appeal letter will be sent on September 26, 2014. The cost of printing and mailing the letters is approximately \$1,100 which includes \$147 for mail prep. The vendor checks the mailing list for accuracy.

ExtraGive.org. Director Anderson proposed to organize an e-mail blast to solicit donations. As an incentive, every dollar donated countywide will be stretched by \$250,000 from the Lancaster County Community Foundation and presenting sponsors. D. Ferruzza offered to share via email a strategy to maximize donations.

Signage update. Director Anderson spoke with Margie Earnest, Director of Recreation and Park Planning, to discuss new signage for the library. The national library symbol will be added to Overlook signs, and one sign will be placed on Bassett Drive. The cost will be \$280 to fabricate and install the symbol on three existing directional signs and \$180 for the Bassett Drive sign.

MTPL Strategic Plan. The board will address the plan after the October budget process concludes.

EITC grant. Director Anderson asked for suggestions on which businesses to contact for their participation. The grant funds for the 2014-2015 state fiscal year have been exhausted. Applications for next year are due in April 2015.

### **New Business**

Maker Space. Director Anderson envisions a permanent space in the library where patrons would have access to printers, a 3-D printer, and other equipment.

5k run. A charity 5k run to benefit Excentia is scheduled for November 8, 2014. Overlook roadways will be closed from 7AM to 3PM. The library has a rental commitment during those hours. The library was not notified of the closure until quite late. It is hoped that arrangements can be made to honor the rental commitment.

Christmas Eve hours. Director Anderson requested, on behalf of staff, that the library be closed all day on December 24, 2014. J. Renninger made a motion that the library be closed on December 24, 2014. A. Miller seconded the motion. The motion was unanimously adopted.

Freegal. The free streaming service now provided by the library offers some mature movies and explicit music. Freegal does not provide a means of filtering music; movies carry traditional ratings. LPL also offers the service without restricting movies to 18 or older. Circulation counts toward state funding formula and provides access to more AV materials than could fit on shelves.

Community Aid box. Director Anderson sought the advice of the board on the question of whether or not a Community Aid donation box should be placed in the parking lot. Community Aid is an organization that collects donated clothing for resale and would pay the library \$0.04 per pound collected. Comments from board members included concerns that the box was incongruent with the library's core mission, that it could easily become an eyesore, and may present liabilities. It was agreed that the box not be placed.

### **Miscellaneous**

No items to report.

### **Adjournment**

The agenda having been completed, a motion to adjourn adopted unanimously and the meeting adjourned at 6:45PM.

### **Next Meeting**

Wednesday, October 22, 2014 at 5:30PM.

Respectfully submitted,  
G. Pasewicz, Board Member.