

**Minutes of the Manheim Township Public Library  
Foundation Board Meeting  
Wednesday, November 19, 2014**

**Administration**

The meeting was called to order at 5:37 PM. Attendance was taken and a quorum was confirmed.

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

Minutes of Prior Meeting: D. Ferruzza made a motion to accept the October 22, 2014 minutes. J. Martin seconded the motion. The motion was unanimously adopted.

**Current Business**

The Director's October Activities Report was presented by K. Anderson. Another high activity month and many successes were reported. Important points included:

- Community Education - A successful presentation by K. Anderson as Library Director to the Manheim Township High School Key Club (over 100 students) promoting the Library databases and other services for Teen and Young Adults.
- Personnel Changes – the Youth Services Assistant Position was filled and Greta's CDTS Manager Position, which is part-time, was posted and interviewing pursuant to MT requirements has begun.
- Budget Presentation – made to MT Commissioners. Highlighted were the databases and "Freegal" (streaming of movies and music) ... extremely popular amongst Library patrons.
- Operations – increased Study Room usage this month: 350 registered for use and 121 Library Programs were offered in October, the highest per month (excluding summer months)

The Director's Report was unanimously accepted upon Motion by A. Miller and a Second Motion by J. Martin.

**Standing Committee Reports**

The following Standing Committee Reports were given by various Board Members:

- Facilities – awaiting installation of improved lighting control system and repairs to Staff restroom dryer.
- Friends Group – Friends Representative not in attendance, however, D. Ferruzza commented on the superior operations of the Tuesday morning book cataloging and pricing by 12-15 Friends Group volunteers. A. Miller reported on the intent of Friends Group Organizers (Mary Jo Schimineck and Linda Berger) to meet in January with two new volunteers (Shannon Weltner and Beth Wolfe) who are exploring possibility of assuming Annual Book Sale Co-Chair Positions.
- Personnel/Nominating – Board Candidates Review conducted. K. Anderson reported that S. Lapp's initial three year term as a Board member had expired and she was not interested in renewing and that R. Lapi's second term as Board member had two years remaining but she had expressed intent to withdraw. Jim Martin, Board President, stated that he would likely not seek reappointment for another term as Board Member. Discussions ensued regarding a Personnel Committee to review applications for Library Board Member which the Township had received. J. Martin, G. Pasewicz and A. Miller volunteered to act as Personnel Committee. It was determined that interviews would be conducted of all applicants during the first week of December and that upon review of the interview results by all Board Members and the Director, a recommendation of candidates to fill the open positions would be made to the MT Commissioners by mid-December.
- Finance Committee – J. Renninger reported that overall operating revenues were ahead of budget, though rentals, concessions and catering are below expectations. Expenditures still remain below budget. It is anticipated the ExtraGive will perform better than last year. RBC Money Market and is at \$114,002 and the LCCF fund balance is \$134,687.

## **Old Business**

The following business was discussed:

- Fall Appeal Letter – successful improvement over last year as YTD appeal donations at \$18,925.
- ExtraGive.org – K. Anderson reported that she has set-up a specific email blast to over 1,000 patrons who receive the Library Newsletter with a hyperlink to the ExtraGive page for the Library.
- Signage Update – K. Anderson reported that green logo signs directing to the Library location have been added to the Township Overlook Park signs throughout the campus
- MTPL Strategic Plan – K. Anderson requested that all Board Members give ideas for sustained giving programs, specifically, fund raisers.

- 2015 Budget Presentation – the Director's request and Board's recommendation for a 6.74% increase in the budget was granted by the MT Commissioners. The 2015 Budget of \$815,502 was approved.

### **New Business**

The following New Business was discussed:

- Discussions regarding advertising in the Central Penn Business Journal, Lancaster Chamber Website, and other media. Membership in the Lancaster County Visitor's Bureau was discussed. The Board discussed the pros and cons of charging for certain programs that are temporary events enhancing the basic services of the Library, such as the upcoming Art Exhibit of St. James Bible panels art displays. A decision by consensus was reached to ask attendees for donations.

### **Adjournment**

The Agenda having been completed and all business having been discussed, a motion was made by D. Ferruzza to adjourn the meeting, said motion was seconded by J. Renninger. The meeting was thereby adjourned at 7:10 p.m.

Respectfully submitted,  
A. Miller, Vice President and Board Member