

**Minutes of the Manheim Township Public Library Foundation Board Meeting**  
**Wednesday, March 25, 2015**

The meeting was called to order at 5:35 PM by A. Miller.

Attendance was taken and a quorum was confirmed.

In attendance: K. Anderson (library director), D. Ferruzza, A. Miller, R. Manix, G. Pasewicz,  
L. Slaymaker.

Board members absent (by prior arrangement): D. Labezius, J. Renninger

Member of the public in attendance: Bruce Clark (New Holland)

**Public comments on the agenda**: Mr. Clark remarked that he was present to learn, listen, and express his appreciation for the library's resources and staff. **He** has been visiting the library while writing a book on applied psychology.

**Minutes of the prior meeting**: R. Manix made a motion to accept the minutes. L. Slaymaker seconded the motion. The vote to adopt the motion was unanimous.

**Current business :**

Director's February Activities Report (Anderson)

The board reviewed the director's report.

- R. Manix asked about the figures that show one-third of patrons owe \$64,000 in outstanding overdue fines or fees for unreturned materials. K. Anderson responded that those figures are correct and not uncommon throughout the county library system. **Once** a patron owes a minimum of \$6 in fines he or she is prohibited from checking out materials from any local library.

R. Manix and K. Anderson discussed ways that the monthly report could be reformatted to present a more effective narrative.

- K. Anderson commended R. Manix for his attempts to collect outstanding pledges that had been made for the capital campaign. R. Manix successfully reached four of the 20 people who had unpaid pledges. **His** efforts led to the collection of approximately \$350. **He** recommended several of the pledges be written off because their remittance was unlikely.

## **Standing Committee Reports :**

### Facilities Committee (Anderson)

- A list of exterior repairs has been sent to the Township Public Works department.

### Friends Group

- A new volunteer expressed interest in serving as a co-chair of the Book Sale.
- Board members were asked to set aside September 14 - 17, 2015 as dates to help with the sale.
- A. Miller will provide board members with a list of Book Sale jobs that need volunteers.
- A. Miller will serve temporarily as one of the co-chairs until replacements take over. One co-chair has left; one will remain for the time being.

### Finance Committee (Renninger - absent)

- Approximately \$4,000 in interest was generated by the library's Lancaster County Community Foundation account. Discussion was whether the interest should remain in the account or be withdrawn.

L. Slaymaker made a motion to withdraw the interest. R. Manix seconded the motion. The board voted unanimously to adopt the motion withdraw the interest.

## **Old Business**

- Games of Chance Permit Application

The board discussed renewing the application at a cost of \$125. The current permit will have expired on April 17, 2015. D. Ferruzza will inquire with the Lancaster County District Attorney's office to see if criminal background checks are required of applicants. K. Anderson will ask if the signatory should be an officer of the library (director) or an officer of the library board.

A. Miller made a motion to apply for a permit. D. Ferruzza seconded the motion. The board adopted unanimously the motion to apply for a permit.

## **New Business**

- Fee Schedule

The board discussed the schedule of room rental fees, particularly whether or not fees should be increased for non-profits' use of rooms. K. Anderson

presented schedules of 3 percent and 5 percent increases.

R. Manix made a motion that rental fees be increased by 5 percent for for-profit entities and not increased for not-for-profit entities, at the discretion of the library director. L. Slaymaker seconded the motion. The board unanimously adopted the motion.

- Strategic Planning

The evening's goal was to get started redrafting the library's strategic plan by using Strength Weakness Opportunity Threat (SWOT) analysis of how the library benefits the Manheim Township community.

Various means of gathering public input were discussed, including surveys and forums.

It was determined that one of the plan's objectives will be to apply metrics to the economic value the library brings to the Township. The board will email K. Anderson to continue the SWOT analysis. Dates will be set to discuss the strategic plan.

### **Miscellaneous**

- Fundraising Social

The board discussed ideas for holding a fundraising social event. One idea was to present an opportunity for donors to meet the library staff.

### **Adjournment**

- R. Manix made a motion to adjourn the meeting. D. Ferruzza seconded the motion to adjourn. The motion to adjourn was unanimously adopted at 7:02PM.

### **Next Meeting**

- The next meeting will be April 22, 2015 at 5:30PM.

Respectfully submitted,  
G. Pasewicz, Secretary