

**Minutes of the Manheim Township Public Library Foundation Board Meeting**  
Wednesday, September 23, 2015

The meeting was called to order at 5:33pm by Board President Adrienne Miller.

Attendance was taken and a quorum was confirmed.

In attendance: K. Anderson (library director), D. Ferruzza, D. Labezius, A. Miller, R. Manix, S. Mecum (MT BOC liaison), G. Pasewicz, L. Slaymaker

Absent (by prior arrangement): J. Renninger

**Public comments on the agenda :**

None

**Minutes of the prior meeting :** The board did not meet in August, 2015. R. Manix made a motion to approve the minutes from the July, 2015 meeting. L. Slaymaker seconded the motion. The motion to approve the minutes was unanimously approved.

**Current business :**

Director's July Activities Report

- The library's circulation and security systems migrated to new servers; a library assistant was hired; great work by the youth services team contributed to a busy and successful summer of library programming.

Director's August Activities Report

Usage

- All library usage measures increased: visits, new cards, remote access, and circulation.
- Only visitors who designate themselves as patrons of the MT Public Library are allowed to access the library's subscribed databases.
- Approximately 18,000 of the library's 22,800 patrons are MT residents.

Budget

- To date, 57 percent of the budget for the library's collection has been spent. Several of the databases and book subscriptions renew in the last quarter of the year so large expenses are yet to come.
- A new photocopier contract with Canon has been negotiated and executed.

**New Business**

- K. Anderson presented line items in the proposed 2015-2016 budget.

- The board discussed the proposed operating budget for fiscal year 2015-2016, particularly focusing on staff salaries.
- The board discussed a performance review of Library Director K. Anderson and will continue discussion at the October meeting.
- K. Anderson proposed a board meeting schedule for 2016. D. Ferruzza made a motion to approve the schedule. A. Miller seconded the motion. The motion to approve the proposed 2016 meeting schedule was unanimously agreed to.

## **Old Business**

### Fundraising social event

- Event is scheduled for October 16, 2015.
- RSVPs are arriving.
- K. Anderson is creating a presentation to loop on a screen during the event.

### Annual Appeal letter

- K. Anderson is drafting the annual appeal letter and will email it to the board.
- The board discussed expanding the mailing list from 1,700 people in order to address a wider population of potential donors.
- The mailing will be scheduled to occur shortly after the October 16<sup>th</sup> event.

## **Standing Committee Reports**

### Facilities Committee

- New window shades will be installed in the conference room.
- The drive-up book return box will be ready for installation as early as next week. It may be fabricated for free.

### Friends Group

- The 2015 Annual Book Sale cleared about \$23,000.
- The Friends Amazon Team book sales made about \$24,000 last year and so far this year the sale of 1,440 books has brought in over \$25,000.

### Finance Committee

- No report

## **Miscellaneous**

- Mr. Tony Aldinger is the MT School District's new community outreach liaison. He is optimistic that the schools and library can together forge new relationships.

- Buffalo Wild Wings has fundraising opportunities that may benefit the library.
- Lancaster County Community Foundation's Extra Give is scheduled for November 20. The board will discuss during its October meeting possible ideas to participate in Extra Give.
- Some board members' terms are expiring. The annual appeal letter may include a request for interested MT residents to apply for appointment.

### **Adjournment**

D. Ferruzza made a motion to adjourn the meeting. A. Miller seconded the motion. The motion to adjourn was unanimously approved at 7:10pm.

### **Next Meeting**

The next meeting will be October 28, 2015 at 5:30PM.

Respectfully submitted, G. Pasewicz, Secretary