

**Minutes of the Manheim Township Public Library Foundation Board Meeting**  
Wednesday, December 16, 2015

The meeting was called to order at 5:40 pm by Board Secretary Glenn Pasewicz.

Attendance was taken and a quorum was confirmed.

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

Absent (by prior arrangement): J. Renninger

**Public comments on the agenda :**

Board members decided to add a discussion of a program registration policy to the New Business section of the agenda.

**Minutes of the prior meeting :** R. Manix made a motion to approve the November minutes. L. Slaymaker seconded the motion. The motion was unanimously adopted.

**Current business :**

Director's Activities Report

- The new format for the Performance vs. Budget table separates MT funds from those controlled by the library.
- A new technical services position was approved by the MTBOC via its approval of the MT 2016 budget.
- The library held a very successful "teen lock-in" program that included planned activities until midnight. This was the first such event held at the library.
- The library needs more volunteers, particularly teenagers and young adults.
- The library experienced an extremely high staff turnover of 8 positions during 2015. Valued staff members resigned to take full-time positions at other area libraries.
- A Public Relations position for MT was not approved in the township's 2016 budget.

**New Business**

- K. Anderson is assembling a Corporate Records Notebook that will be a compendium of important MTPL documents, records, and information.
- Library System of Lancaster County (LSLC) accountant Jim Showalter passed away December 15, 2015. He will be sincerely missed by all who knew him.

- Pete Petruski resigned as Executive Director of LSLC. The position is an appointment of the Lancaster County Commissioners.
- LSLC is borrowing against its capital to meet expenses while awaiting enactment of Pennsylvania's 2015-2016 General Fund Budget.
- The MTPL's 2016 calendar of holidays and closures was discussed. A. Miller made a motion to approve the calendar. L. Slaymaker seconded the motion. The motion was unanimously adopted.
- The board discussed ideas for fundraising in 2016.
- The board discussed program registration policies intended to ensure that MT residents are not displaced by non-resident patrons when program space is limited, although there is no indication to date that residents have been excluded from programs. A non-resident user fee was discussed. Should the library adopt a fee-based policy for basic services, however, it may risk the loss of funding from the state. Online registrations were discussed as a policy option; however, the MT Library does not have the IT resources to differentiate between residents and non-residents in an online environment. Another proposal was that residents could be given exclusive opportunities to register in-person; however, it was decided that any such time limitation would be burdensomely inconvenient to residents, particularly working parents of young children (who compose many of the library's programs' participants). The board decided to continue discussion of this topic at a later meeting and Katrina will continue to explore other options.

## Old Business

- The annual appeal letter has received \$22,072.08 in responses from 148 donors to date. The board's president and other members might sign next year's letter.

## Standing Committee Reports

### Facilities Committee

- No report.

### Friends Group

- No report.

### Finance Committee

- Board Treasurer duties will be transferred from J. Renninger to R. Manix in early January.
- The RBC account had \$114,010.69. MT asked that the board change its investment policy to allow for annual withdrawals for use to offset township expenses.
- The Lancaster County Community Foundation account began 2015 with \$133,890 and was showing \$126,450 as of September 30, 2015, which is a loss \$7,440.

### Personnel Committee

- An ad hoc committee was established to interview board member candidates. The interview night will be set for January 6, 2016 in hopes that new members might be sworn in at the January 11, 2016 MTBOC meeting.

### **Miscellaneous**

- Mary Anne's letter-to-the-editor in LNP concerning the "Hour of Code" programming program was a real profile boost for MTPL.
- Minecraft will be loaded on the library's new laptops. For \$300 the library secured 18 software licenses and a private .edu domain so that youngsters can play the worldwide online gaming phenomenon. MTPL is waiting for the LSLC IT department for its assistance.
- A computer animation class may be offered in cooperation with MT high school teachers.
- The Sensory Storytime equipment has arrived. The equipment provides kinesthetic participation opportunities for children with disabilities. The purchase was made possible in part by a \$3,500 grant from the Lititz Area Kiwanis Club. The library helps them by selling tickets and providing volunteers for its Annual Chocolate Walk.

### **Adjournment**

R. Manix made a motion to adjourn the meeting. D. Labezius seconded the motion. The motion to adjourn was unanimously approved at 7:14pm.

### **Next Meeting**

The next meeting will be January 27, 2016 at 5:30 p.m.

Finally submitted, G. Pasewicz, Secretary