

**Minutes of the Manheim Township Public Library
Foundation Board Meeting
Wednesday, July 27, 2016**

Administration

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

In attendance: D. Ferruzza, L. Slaymaker, E. Brown, A. Miller, S. Mecum (MT BOC liaison), K. Anderson available telephonically if needed

Members Excused: J. Bohan, R. Manix, and D. Labezius

Minutes of Prior Meeting: E.Brown made a motion to accept the Wednesday, June 22, 2016 minutes with an amendment to delete the first Miscellaneous item referenced therein and the item was moved to the Miscellaneous item for the present meeting agenda. L. Slaymaker seconded the motion. The **Motion was unanimously adopted.**

The Agenda was reviewed and accepted.

Current Business

The Director's June Activities Report was reviewed.

- It was noted that the Passport Services program has been very popular among the Library Patrons and discussion was held regarding the efforts of Library staff to meet the high volume of Passport processing.
- It was noted that the Library Director is informed that typically volume increases in the autumn months and she will need additional staff to meet demands.
- The Board expressed agreement with such a request recommends that the skills and time of the Director be freed up for other management related endeavors.

New Business

RBC Wealth Management Account discussed.

- The Board discussed the recommendation by Manheim Township Treasurer/Finance Officer that the funds invested in the RBC Wealth Management Account be transferred to a Pennsylvania Local Government Investment Trust (PLGIT) account which would provide investment yields at a current rate of 55 basis points or .55% interest as opposed to the RBC account which earns 1 basis point or .01% interest.
- The Board discussed the willingness to do so provided the intention of the donated monies from Lois Morgan was preserved.
- D. Ferruzza made a motion to authorize the MT Treasurer/Finance Officer to instruct RBC Wealth Management to transfer the subject funds to a library foundation account with PLGIT on the condition that the funds would be separately identified and maintained from other MT funds, that there would be no penalty for withdrawal of funds and that the funds would remain designated and used for the purposes for which they

were donated by Lois Morgan. E. Brown seconded the motion. The **Motion was unanimously adopted.**

- The 2016 Budget Schedule for Manheim Township was noted and the Board made an advisory suggestion for the Director to request an additional staff person to serve in the capacity of a Public Relations professional and manage the Passport Services. The Board sees this as critical since the previously existing PR position with both the Library and Manheim Township has been eliminated.

Old Business

2016 Fundraising Event

- The Fundraising Subcommittee made a report out to the Board Members regarding the retention of a caterer, J. Moeller, State of Affairs Catering, engagement of Trump Tschudy Design for marketing efforts, and the solicitation of artwork from Township officials. The weekend of November 4th was confirmed by consensus as the selected date for the event, to be held at MTPL. Potential corporate sponsors were discussed.

Strategic Plan

- The Strategic Plan was acknowledged as ready to be put in to final form and the Board members indicated the substance was finalized and will request an unlined final document that it will vote upon at the August Board Meeting.

Standing Committee Reports

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

- Facilities – D. Ferruzza commented on overgrown bushes blocking the Library sign: Board consensus was to inquire about landscaping maintenance. He also indicated that modification drive up book-drop was still on the schedule for the Fall of 2016.
- Friends Group – By written mid-year report M. Matt reported on the On-line sales and number of books shipped and net profits to date. The Friends have shared their business model with two other libraries interested in starting on-line book sales.
- Finance Committee – see minutes above under New Business.
- Personnel Committee – see minutes above under Budget Schedule Discussion and Board's recommendation for new staff position.

Miscellaneous

The Board noted that Mr. Brad Rutter has made repeated donations to the Library System of Lancaster County for the purpose of supporting Technology –based services. Since Brad Rutter is a former MT resident and a graduate of MTHS, D. Ferruzza suggested that the Board and the Board agreed by consensus, to ask the Library Director to solicit feedback from the staff on how Mr. Rutter's donations have directly benefitted MTPL.

Adjournment

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

Respectfully submitted,
A. Miller, President and Board Member