

## Minutes of the Manheim Township Public Library Foundation Board Meeting

Wednesday, August 24, 2016

The meeting was called to order at 5:31

Board members present- Adrienne Miller, Laura Slaymaker, Elizabeth Brown, Joan Bohan, David Ferruzza, Dan Labezius, Richard Manix, and Library Director Katrina Anderson.

**Agenda Review-** No changes were made.

**Prior Minutes-** Minutes were reviewed. Elizabeth requested clarification of the amendment she had made. Minutes will also be revised to show when discussion of Brad Rutter donation is covered. David also offered some grammar correction and some minor edits. Laura motioned to accept the minutes as revised. This was seconded by Betsy and approved.

### Current Business:

#### Review of Director's Report

- Fewer attendees due to the fact that many of the programs offered were of the type that were limited in capacity, rather than more with large audiences (movies, for example).
- Use of wireless network has increased. This may create a positive impact on the funding formula as it relates to 2018.
- Expenses this year are at \$391 k, increased from \$319 k in 2015. Primarily related to staff costs, part-time technical position. Also note the 10% decrease in volunteer hours.

### New Business

#### Budget items

- 2017 budget being developed
- HVAC costs will be up
- Postage will increase in part due to the processing of passports
- A required more thorough Sprinkler system inspection will occur in 2017 further increasing costs for that year.
- Suggestion was made to budget for a full-time youth services manager, a part-time role to assist in fundraising and another part-time role to assist with passport processing. Motion made by Richard, 2<sup>nd</sup> by Joan. Motion passed.

#### Annual Appeal Letter

- Goal is to make it as easy as possible to donate.
- Online link for donations will be noted.
- Move away from post card to a more traditional letter format.
- Will be mailed in September, Elizabeth will start working on this initiative.

