

MINUTES

MANHEIM TOWNSHIP PUBLIC LIBRARY FOUNDATION

Wednesday, May 24, 2017

The meeting was called to order at 5:30 pm.

**Present were:** Executive Director Katrina Anderson; members Adrienne Miller, Elizabeth E. Brown, David Ferruzza, and Laura Slaymaker; and Manheim Township Commissioner Samuel Mecum.

Absent: Members Joan Bohan, Daniel Labezius, and Richard Manix.

**Public Comment:** There were no members of the public present.

**Agenda Review:** The agenda was accepted as presented.

**April Minutes:** Minutes of the April 2017 meeting were not available.

**Current Business:**

Director's Report: Katrina Anderson reported the number of items circulated is down 19 percent; electronic circulation is up 62 percent. She stated the decrease in public use of desktop computers while wireless use is up has prompted her to consider investing less in hardware for public use and more in replacing staff equipment. She indicated she plans to order before she leaves.

Katrina reported that the Library is no longer using Google Analytics due to the change in website, and has eliminated public faxing services due to lack of demand.

Katrina referred members to the printed report on passport sales revenue and pointed out total income through mid-May exceeds \$35,000. She recommended budgeting for fulltime passport manager and explained that walk-in services will likely be unavailable in June, July, and August because staff is too busy.

**New Business:**

Katrina drew members' attention to the Development Manager's report on the back of the agenda and reported a second letter of support for the EITC grant has been provided by the Manheim Township School District.

## **Old Business**

Night at the Races: A printed report was provided. It was agreed the event is worth doing again, but that expenses can be cut by doing more preparation, including catering a pared down menu, in-house. It was suggested planning, including sponsorship solicitation, should begin earlier.

Isaac's Community Night: This was more successful than last year.

Volunteer Appreciation Event: Katrina stated the event was a lot of fun with about 60 volunteers attending and the highlight of the evening being Ronni Sakamoto's hula lessons. According to Katrina the event cost \$763.

Director Search: There was considerable discussion about the lack of progress in replacing Katrina. For example, the two candidates who have applied are unqualified. Sam Mecum agreed to discuss with Township Manager Sean Molchany the Board's concerns regarding lack of wider posting of the position, the job description, and the need to extend the application deadline. It was also agreed the Board offer its services to provide more input into the process, including initial review of applications.

Katrina stated she will prepare some materials regarding interim staffing. There was also discussion of the prospect for more key staff retirements before the end of the year and the need to upgrade to fulltime, at some point, the Youth Services position.

Adrienne stated she hopes to host a Board farewell for Katrina at her home. June 24 was discussed as a possible date.

Development Manager's Report: This is provided on the rear of the agenda. David Ferruzza reported he and Tim Smedick attended a "Power of the Day" program at Elizabethtown College, and he wondered, with lots of advance work and a wish list, whether this would be a good fourth fundraising event for the Library.

## **Standing Committee Reports**

Facilities: Katrina stated the Recreation and Parks Department will be asked to provide a sign to deal with the public's disrespect for the new water feature on the patio.

According to Katrina wood staining and touch-up painting will begin in early June.

David presented a "not exhaustive" illustrated list of property concerns both in and out of the building. It was suggested he approach Gene Pelland, about the one-way signs misdirecting Park visitors near the Stoner Grille since he has had no response from management there.

Other items on David's list include: (1) shielding unsightly equipment with plantings, (2) tree maintenance (3) the need for a barricade to prevent motorists from driving into a drainage ditch at the east end of Parking, (4) the lack of left turn signals from southbound Fruitville Pike, (5) parking overflow and the need for signage to direct pedestrians from the lower overflow lot to the Library.

Katrina agreed to provide an introduction to the document to help David discuss these issues with other Township departments.

Regarding interior lights near the front bookshelf, it was suggested this problem be included in the 2018 budget.

Friends'/ Amazon Account: Katrina reported issues still exist with this.

Katrina announced the annual book sale will be held September 12-14. Board members will be contacted to volunteer.

Finance: Board members are invited to attend the Lancaster County Community Foundation's Annual meeting

Personnel: Adrienne requested a list of Board members' term expiration dates. It was pointed out that several "Night at the Races" attendees expressed interest in joining the Board.

Recorded by,

Elizabeth E. Brown