

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

Wednesday, July 26, 2017

The meeting was called to order at 5:30

Members present-Katrina Anderson, Adrienne Miller, Elizabeth Brown, David Ferruzza, Dan Labezius, Janet Bailey, Joan Bohan, Richard Manix and Laura Slaymaker

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

**Public Comment-**None offered as no members of public present.

**Prior Minutes-** Minutes were reviewed and minor changes were suggested. Elizabeth motioned to accept the minutes as revised. This was seconded by David and approved.

### **Current Business:**

#### **Review of Director's Report**

- Current staffing challenge will most likely result in a service disruption of passports for one week due to scheduled vacations and training new staff. Most likely will occur week of August 20, 2017.
- Collection Development/Technical Services manager resigned.
- Documented processes and procedures to smooth transition when new Director is hired.

### **New Business:**

- Staffing challenges were discussed further. At this time the Library is currently down one part-time youth services employee. Two new hires started in June and two started in July as well.
- Development Manager- special gift presentation to Los Morgan upcoming.

### **Old Business**

#### Director Search Update

- Search committee received copies of responses from phone interviews that occurred with three applicants.
- Face to face appointments will be scheduled for candidates soon.

### **Standing Committee Reports**

- Facilities Committee-
  - David shared an update on various improvements made by public works department.
  - Water fountain is now being filled automatically and a sign has been placed to discourage people from climbing on it.

-Automatic door opener needs repaired.

- Friends Group/Amazon Team- Hosted an educational session at the Adamstown Library on how this team operates.
- Finance Committee- No report
- Personnel- No report.

## **Miscellaneous**

- New Board Member Recommendations-  
Laura and Richards first terms will expire in January 2018, both have agreed to serve second terms.
- Adrienne, Joan and David are in the process of updating MTPLs' information on the Library system website as the current information is outdated.

## **Adjournment**

Joan made a motion to adjourn the meeting. Laura seconded the motion. The motion to adjourn was unanimously approved at 7:12 pm.

## **Next Meeting**

The next meeting will be August 23, 2017 at 5:30 p.m.