

Manheim Township Public Library Foundation Board Meeting
September 27, 2017, 5:30 PM

Minutes

Administration

- Call to Order at 5:35 pm.
- Roll Call – Board Members Present: Adrienne Miller, David Ferruzza, Laura Slaymaker, and Elizabeth Brown, MTPL Staff: Joyce Sands, Janet Bailey, Development Manager Tim Smedick, also present: Commissioner Sam Mecum. Absent: Richard Manix, Joan Bohan, Dan Labezius
- Additions to Agenda - none
- Public Comment - none
- **August Meeting Minutes** - MOTION to Approve made by L.S., Second by E.B., August Minutes **Voted Approved** with edits of three typos.

Committee Reports

- Executive Committee Report – “Welcome” to MTPL new Executive Director Joyce Sands and “Thank You” to Janet Bailey for acting as Interim Director.
- Finance Committee Report – R. Manix and D. Ferruzza met with MT Accountant Jim Landis to discuss MTPLF’s accounts. Jim Landis is following up by coordinating some issues with J. Bailey. MT closed June financials.
- Nominating Committee Report – no existing vacancies, confirmed the MT Website contains a Volunteer Form.
- Facilities Committee Report – D. Ferruzza reported on some facility issues, including front exit door, lighting, and smaller sign for the fountain.
- Personnel, Compensation and Benefits Committee Report – A. Miller reported that the Board has consistently been advising the need for the following: a Full-time Youth Services Manager; Increase in hourly wage for MTPL credentialed staff; Compliance with Fair Labor Standards Act (FLSA), i.e. recording of all hours worked; Requirement that a minimum of two staff be present in the Library at all times. The Executive Director acknowledged that a request for a Full-time Youth Services Manager will be made in the upcoming 2018 budget process as well as a request to MT Human Resources Manager to review and increase hourly rates of staff. The Executive Director confirmed that a process has been implemented to ensure FLSA compliance with part-time staff, and will implement the Board’s recommendation that a minimum of two staff be present in the Library at all times.
- Friends Report – J. Bailey reported on behalf of the Friends that the Annual Book Sale netted approximately \$20,000 in sales. It was noted that profits from the Book Sale decrease/shift as the Amazon On-line sales increase.

Current Business

- Fundraising Event – the Executive Director informed the Board that she was approached regarding a potential fundraiser for the Library, Shenanigator Entertainment. Following discussion the Board recommended that the Township Manager be approached to determine if the fundraiser proposal is appropriate and in accordance with Township Conflict of Interest Policy. In the meantime, Library Development Manager T. Smedick agreed to contact the organizer and obtain details regarding a proposed date in December, costs to the Library, and other relevant facts to be considered at the next Board meeting. The Development Manager

will report the information to the Executive Director for distribution to Board Members prior to the October meeting.

- 2018 Budget Presentation to Commissioners – November 8th – the Executive Director reported to the Board that a new process is in place for Budget Presentations to the Township. As of this year, the Township Manager and the Township Finance Director will be making the Budget Presentations to the Commissioners and Department Heads: The Library Executive Director will be present to answer questions on the proposed budget.
- 2018 Holiday Schedule – Proposed by Executive Director with an In-Service Day consistent with County Library System to take advantage of synergies and programs. MOTION to Approve made by E. Brown, Second by D. Ferruzza, **Voted Approved as Presented**.
- Local Libraries, District Library Centers, Library Systems – Roles and Structure – an overview was requested by Board President to benefit Board Members. This agenda item will be rescheduled for the October meeting.
- Grants as Budget Relief - the Executive Director explained to the Board Members the value of seeking and obtaining Grants that will include funding for staffing costs to offset the burden on taxpayers, rather than simply to add new programs. Discussion ensued regarding the Development Director's report that approval was received from PA Department of Community and Economic Development (DCED), Educational Improvement Tax Credit (EITC) Division, for a Children's Storywalk and Summer Reading Program as approved "Education Improvement Organization" programs. Next step is to obtain approval for the Storywalk from the MT Parks and Recreation Board.
- Annual Appeal to Businesses - J. Bailey researched return rate on previous appeal letters and recommended to the Board that Appeal Letters to businesses target EITC Eligible businesses in the Township. Discussion then centered on the advantage of personal visits to businesses by the Development Manager instead of letters, and the benefit of targeting EITC eligible businesses.
- Annual Appeal to Individuals – The Executive Director will draft the Annual Appeal Letter.
- Library Referendum - the Executive Director informed the Board that the Library Directors' Council voted unanimously to explore a 0.25 mill tax rate for Library funding. A formula for distribution has not been proposed. The State Aid Funding Formula is currently calculated on each library's 2015 statistics, so MTPL does not expect a change in its share.
- Board Report Content and Format – the Executive Director sought input on the content and form of the Executive Director's Report. The Board expressed appreciation for this month's format and encouraged the Executive Director to continue with it but every third month to supplement the report to include statistical data.

New Business - none

Executive Session was held to discuss personnel matters.

Adjourn – Motion to Adjourn made by E. Brown, second by L. Slaymaker, **Voted approved**. Meeting Adjourned at 7:50pm.

These minutes compiled from notes taken by a few Board members