

## MINUTES

### Board of Directors

Manheim Township Public Library Foundation,

Wednesday, February 24, 2018

**Members Present:** Dr. Jennie Barbieri, Joan Bohan, Elizabeth E. Brown, David Ferruzza, Daniel Labezius, Samuel Mecum (Commissioners' Liaison), Laura Slaymaker

**Staff Present:** Janet Bailey (Operations Manager), Joyce Sands (Executive Director), Timothy Smedick (Development Consultant)

President David Ferruzza called the meeting to order at 5:30 pm. No agenda changes were made.

**Public Comment:** There was no public comment.

**January Minutes:** Joan Bohan moved, and Laura Slaymaker seconded, the January 24, 2018, Minutes be approved as revised. The motion carried.

### Committee Reports

Finance: Janet Bailey stated Township staff has completed the November financial report and expects to have the December numbers done by the end of the week. She made the following points:

- She expects a bump in December spending, but projects year-end expenditures will be below budget.
- SCRIP cards, which are like prefunded credit cards, are sold in the Café. There is very little interest, but the Library cannot stop selling them because they are a Township project.
- Extraordinary Give journal entries have not been made, as of the November report, but they will be treated as 2017 business, with funds transferred in January.

Joyce Sands clarified that the Library must use at least 12 percent of its budget for acquisitions.

Joyce stated she has received an extension to mid-March for filing the annual report with the State because reports from the Township are incomplete.

Facilities: David expressed disappointment that lighting updates have not begun. Stating he had experienced variations in temperature while attending a lecture in the Morgan Room, he inquired whether in-house temperature controls exist. Janet demonstrated how to override the system manually and reported upgrades are coming.

Personnel: Joan reported she now has complete information and will send a draft Board Roster. Joyce requested Donna DiMeo, a Commissioners' liaison in addition to Sam Mecum, be included. There was also discussion on whether to add information for fulltime Library employees.

Elizabeth Brown moved, based on the interview she and Joyce had with Board candidate Paul Daigle, to recommend him to the Township Commissioners for appointment to the Board. She stated he has a wealth of non-profit experience and enthusiasm that will be invaluable to the Library. Daniel Labezius seconded the motion, which was approved.

Dan volunteered to serve as Treasurer for the remainder of the year. Elizabeth moved to accept Dan's offer. Laura seconded the motion, which carried.

### **Old Business**

Timothy Smedick presented an update on "A Night at the Races:"

- 10-11 people are on the committee.
- A contract for the venue, which will be a \$1,700 donation, is in place.
- John Palm will continue as Master of Ceremonies.
- Invitations will be sent on March 9.
- The menu is pending.
- Three 2017 sponsors are returning at higher levels.
- There are 63 unconfirmed attendees; the goal is 120.

Tim stated he hopes for 100 percent participation from the Board as both attendees and volunteers.

Joyce indicated she hopes to limit staff support in planning to social media.

### **New Business**

A timeline for other 2018 fund rising was presented:

- Buy The Book – September
- Extraordinary Give – November 16
- Annual Appeal – to be decided

Joyce explained target donors are identified through the newsletter, previous donor lists, the website, new cardholders, and Giftworks software. She expects more giving as donor lists expand.

Samuel Mecum stated the current Bylaws were drafted by former Township Solicitor William McCarty, from boilerplate language. He and Laura will work on revising such items as electronic notification, with Joan helping during the summer if needed. Joan suggested obtaining other libraries' Bylaws as models.

It was moved by Dan, seconded by Laura, to revise the Fund Holder View Access Authorization for the Lancaster County Community Foundation to replace specific names with titles. The motion carried.

Laura will continue to assemble a nomination for outstanding Manheim Township Library volunteer for the Library System.

David indicated, after attending a System Presidents' Circle meeting, he will discuss new ideas for thanking donors with Tim Smedick.

Sam agreed to discuss with Township Manager Sean Molchany the addition of the Library to the list of Township services that provide monthly reports at Commissioners' meetings. It was agreed anecdotes about Library happenings would be a good way to increase visibility.

Recorded by,

Elizabeth E. Brown, Secretary; minor editing by President David Ferruzza