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MTPL Foundation Board  
David Ferruzza – President  
Laura Slaymaker – Vice President  
Daniel Labezius – Treasurer  
Paul Daigle - Secretary  
Jennie Barbieri  
Joan Bohan  
Susan Dyson

Lois Morgan – Ex Officio

## **Manheim Township Public Library Foundation Board Meeting**

**Date:** 5/23/2018      **Time:** 5:34pm      **Location:** MTPL

### **Administration**

- Call to Order at 5:34 pm. Roll Call & Agenda Review:

**Members Present:** Jennie Barbieri, Paul Daigle, Susan Dyson, David Ferruzza, Dan Labezius, Laura Slaymaker

**Members Absent:** Joan Bohan

**Board of Commissioner Liaison Present:** Samuel Mecum

- Public Comment
- Minutes of April Meeting and **MOTION** to Approve: Jennie Barbieri motioned to approve the minutes and Paul seconded the April minutes to be approved. The motion carried.

### **Current Business**

- Meet the staff – Katie Keane, Collection Development Manager – Katie shared that she is in touch with other local libraries, speaking with peers about both collection development and weeding processing. She expressed excitement about the “Buy the Book” fall event. David Ferruzza asked how collection choices are made. Katie mentioned that she uses several library list resources, NPR book lists, etc. She is focused on the adult collection while other staff work on collection development for youth services.
- Executive Director’s Report – It was mentioned that Officer Littlehale noticed some things in the parking lot including a pair of underwear and remnants of a fire on the blacktop. The police department was called to see if there were any reported crimes and there were not any reported incidents. Separately, there were a couple incidents in the library in which patrons complained and asked if they could talk to someone higher up the chain (like the board chair). One patron wanted to use a staff phone and another did not check out one of the study rooms. Both situations were resolved without the involvement of the Board President.



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Grant fundraising was then discussed. Joyce believes that previous practice at the library was to accept any grant funds as additions to the budget (over and above current revenue expectations). These funds were then used to fund projects that otherwise could not be afforded by the current budget. Joyce shared a spreadsheet in which the current grants are shown and broken out into added funds and those funds that will be used as current budget relief.

MTPL data comparison charts were reviewed. The numbers could be used if there is ever future discussion on the overall cost of the library. As the chart showed, MTPL provides substantial programming for the community and 201,027 visits. There were 1,236 programs for children in 2017.

Budget numbers were reviewed. Library foundation funds go into the contribution revenue line as do book sale funds from Friends of the Library. The Revenue line for used book sales is not the book sale event but instead refers to two revenue generating streams: café book sales and Amazon online sales. Dan Labezius asked about the lag in the budget reports. It was indicated that the Township has been lagging behind because of employee turnover. The “Buy the Book” fundraiser event was briefly mentioned and a request for a board volunteer to join the committee was made. Susan Dyson and Jennie Barbieri said they would consider it and would get back to Joyce. Joyce also shared some staff issues related to breaks and lunches. It was decided that Joyce can make these decisions without board input.

■ Committee Reports:

- Friends – The Friends of the Library is working hard on this year’s book sale which is in September. The person responsible for the book sale is retiring this year and David asked board members to consider possible future book sale coordinators in case the Friends do not find a replacement within the existing group.
- Finance – no updates.
- Facilities – A lighting contractor is currently on a long vacation and will be consulted with when he returns. David mentioned parking as an issue but said more could be discussed in a future meeting.
- Personnel/Nominating – no updates.

**Old Business**

■ Final Report on Night at the Races – Jennie Barbieri shared that the debriefing meeting related to the event went very well. A couple takeaways included starting earlier in the planning and possibly creating an ongoing events committee to plan



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future events. A suggestion was also made about fewer silent auction items – but better items. David suggested discussing and voting on whether to continue the event next month.

- **Bylaws** – The board decided to take up a further review of the bylaws in the next meeting. Sam Mecum mentioned that changes need to be made to Section 2(c) so that the language reflects that the Board of the Commissioners should be consulted about any change in the actual corporation.
- **Buy the Book Fundraiser**
- **Donor Acknowledgement** – Jennie Barbieri shared that she is working on reviewing current and future acknowledgments for giving.
- **LCCF Distribution** – MTPL received 'earnings' from two accounts managed by LCCF. \$4,798.83 earnings from the "Designated" Fund (MTPL Fund - Designated - 19275); \$617.60 from the "Agency" Fund (MTPL Endowment - Agency - 19274). The MTPL Fund was started by an initial \$100,000 donation from one donor. The MTPL Endowment was seeded by LCCF with a gift of \$10,000. David spoke to the controller at LCCF who suggested taking the larger distribution (\$4798.83) and reinvesting the small distribution (\$617.60). Dan motioned to accept the larger distribution and reinvest (endow) the smaller distribution as suggested. Jennie Barbieri seconded. The motion passed.

### **New Business**

- **Welcome to New Board Member** – Susan Dyson was welcomed to the board.
- **Executive Session:** Personnel issue was discussed.

### **Adjourn**

- The meeting was adjourned at (Jennie motioned to adjourn the meeting, Paul Daigle seconded. Meeting adjourned at 7:19 pm.

Respectfully submitted,  
 Paul Daigle  
 Secretary