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Daniel Labezius – Treasurer
Paul Daigle - Secretary
Jennie Barbieri
Susan Dyson
Lois Morgan – Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: 7/24/2018 Time: 5:34pm Location: MTPL

Administration

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

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

Members Absent: None

Staff Members Present: Operations Manager Janet Bailey, Circulation Coordinator Alli Walker

Board of Commissioner Liaison Present: None

- Minutes of June Meeting were reviewed and **MOTION** to Approve: Laura Slaymaker motioned to approve as corrected. Jennie Barbieri seconded the motion. Motion passed.

Current Business

- Meet the staff – Alli Walker, Circulation Coordinator – has been on staff for about a year. Alli helps develop the front desk workers schedule. Alli works with co-worker Trenton on staff training for both the desk and the “Cave” where, among other activity, returned books are processed. Alli is also cross-trained on the passport process. While she does a wide variety of tasks including processing, she, in particular, enjoys working with patrons at the front desk. Alli mentioned how much she appreciates the software “Humanity,” which is used for staff scheduling, etc.
- Executive Director’s Report – Joyce Sands submitted an Executive Director’s Report but was absent from the meeting. It was pointed out that library usage has been up this summer.
- Committee Reports:
 - Friends – Mary Jo Schimaneck, Annual Book Sale Chair Manager – Mary Jo shared that the volunteer sign-up sheet went live for the book sale. She also shared that each year some men from Lancaster County Prison help with the



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setup as part of community service. Typically, four men will come, have breakfast, then help the Manheim Township Public Works staff with some of the heavy lifting and setup. Mary Jo said that the Public Works staff have been an invaluable asset and the event could not happen without their help each year. Spanish American Civic Association also partners with the Friends of the Library, and sends about 10 men each year for tear down and clean up. Additional volunteers also may come from the Boy Scouts for tear down as well.

There is currently no one being trained to manage the book sale in future years. Mary Jo mentioned that she has a hard time imagining one person running all of the book sale processes by themselves. It may take a few people working together to help oversee this year-round process. Mary Jo shared that the bulk of book sale funds come from Amazon sales (Amazon YTD 2018 is just over \$11,000; 2017 net was ~\$24,200). Tell Café book sales in 2017 netted ~\$8,900. Last year's annual book sale, September 2017, raised just over \$20,000.

- MTPL Development Consultant, Tim Smedick, shared about restaurant fundraisers including Isaac's (July 19, netted \$180), Oregon Dairy (Sept. 18). Knight & Day and Park City diners contribute 10% of customers' bills to MTPL (no expiration date). He is also overseeing "Buy the Book" (October 5) –including sponsorships, flowers, food and more. He also mentioned the Annual Appeal letter (earlier this year, probably September) and ExtraOrdinary Give (November 16). Over time he would also like to develop a business/corporate sponsorship program and outreach to local financial planners in terms of developing a legacy gift program.
- Finance – Janet Bailey shared updated budget numbers. All state and local aid have been received for the year.
- Facilities – David shared plans for improving some bookshelf lighting and also provided an update on parking, showing pictures of actual overflow parking on July 3.
- Personnel/Nominating – no updates.

Old Business



New Business

- **Board Recruitment-** All board members were encouraged to reach out to colleagues who may recommend potential board members



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- **Adjourn – Laura** Motioned to adjourn by at 6:52 pm and Jennie seconded by.

The next meeting will be August 22, 2018, at 5:30 p.m.

Recorded by Paul R Daigle, Board Secretary