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MTPL Foundation Board
David Ferruzza – President
Laura Slaymaker – Vice President
Daniel Labezius – Treasurer
Paul Daigle - Secretary
Jennie Barbieri
Susan Dyson
Lois Morgan – Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: 10/24/2018 Time: 5:30pm Location: MTPL

Administration

Call to Order at 5:40pm. Roll Call & Agenda Review:

Members Present: Jennie Barbieri, Paul Daigle, David Ferruzza, Susan Dyson

Members Absent: Dan Labezius, Laura Slaymaker

Staff Members Present: Executive Director Joyce Sands, Tim Smedick, development consultant.

Board of Commissioner Liaison Present: Sam Mecum

Community member present: Veronica Zerbilov (a Manheim Township high school student who decided to attend as part of a class project)

- Minutes of September Meeting and **MOTION** to Approve: Jennie motioned to approve. Susan seconded the motion. Motion passed

Current Business

- Executive Director's Report –
 - Fundraising
 - Dallas Data Systems Funding Contest – MTPL won \$1,500 which is designated for the Children's Discovery Project. Joyce explained that the Project's overall cost can be based on how much is raised because individual components can be purchased as funds become available. Four Seasons Garden Club also expressed interest in helping to provide funding for this outdoor project.
 - Buy the Book – It was agreed that the event was a success and very enjoyable. The Board suggested planning now for next year's event.
 - Annual Appeal – This year's letter contains fewer words and more graphics. Current response total is 67 donations for \$6,195.02. Thank you letters are being sent within a few days of having received donations, and some Board members are adding short handwritten expressions of thanks.



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- EITC – a letter will go to all EITC approved businesses in Manheim Township. The EITC funding will help to fund the summer reading program. The library already has received its first 2018-2019 donation from EITC.
- Extra Give – The Lancaster County Community Foundation is using a new software platform for Extra Give and it will allow a fundraising video attached to each organization's page. The library may develop a home-grown video for the Extra Give appeal. Tim Smedick will write some text which Joyce will review: Board members, Friends of the Library, and others may use to post on social media channels for the purpose of encouraging and increasing giving. Jennie motioned to allocate up to \$400 to support the funding of Extra Give promotion costs. Susan seconded. All voted in favor of the funding.
- Night at the Races 2019 – Tim Smedick mentioned that funding would need to be approved and estimated it would be at least \$6,500 or more this year. The board agreed that the event should go forward for 2019, but has not yet approved funding.

■ Committee Reports:

- Friends – A volunteer may have been identified for the Tuesday Book Sort 'heavy lifting' (taping and stacking of full boxes). Additionally, a new potential volunteer has been identified to help manage the annual book sale.
- Finance – Janet Bailey, Joyce (library director), Dan Labezius, and David Ferruzza met to review MTPL Foundation accounts. The group may later meet with the Township's finance director, Dawn Stratchko.
- Facilities – David Ferruzza asked if fixed signage would be possible for overflow parking.
- Personnel/Nominating – Jennie mentioned that she met with a neighbor interested in serving on the board. David suggested interested volunteers should complete the Volunteer form found on the Township's website.

Old Business

- Age Restriction on Borrowing DVDs – new signage was put up that informs adults and parents that they are responsible for anything their children check out. David may raise this issue at a Presidents' Circle meeting at Library System of Lancaster County. The Board was pleased that the visiting community member participated in a discussion on this issue.

New Business

■ 2019 Holidays and Closings



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- Christmas Eve – Full Day
- 2019 In-Service – 2 Full Days (one more than in 2018): one day in the spring and one day in the fall. Joyce mentioned that the library staff requested this change. Paul motioned for 2 in-service days in 2019 and Jennie seconded. All were in favor.

■ Procedure for Adding/Amending Policies – Joyce asked which policy updates should be approved by the board and which can be handled by staff. The board felt that policies affecting patrons should be considered by the Board, and leadership/management/ administrative policies should be handled by the Director. For example, a revised “Schedule of Fees” should be considered and approved by the board.

■ Executive Session: A staffing issue was discussed.

■ **Adjourn** – Paul made a motion to adjourn the meeting. Jennie seconded the motion. Meeting adjourned at 7:05 pm.

The next meeting will be November 28, 2018, at 5:30 p.m.

Recorded by Paul R Daigle, Board Secretary