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

Manheim Township Public Library Foundation Board Meeting

Date: 2/27/2019 Time: 5:30pm Location: MTPL

Administration

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

Members Present: Diana Reeves, Paul Daigle, David Ferruzza, Susan Dyson, Laura Slaymaker, Jennie Barbieri

Members Absent: Dan Labezius

Staff Members Present: Executive Director Joyce Sands, Operations Manager Janet Bailey, Grant writer/Fundraiser Bonnie Young

- Minutes of January 2019 Meeting and **MOTION** to Approve: Laura motioned to approve. Susan seconded the motion. Passed unanimously.

Committee Reports

- **Friends Report:** No specific Friends report. New leadership is actively involved, weekly, in responsibilities associated with the Annual Book Sale.
- **Finance:** David suggested board members take a look at the Manheim Township website to see the township budget and take special attention for any mention of the library.
- **Facilities:** Parking options: David reported he observed the parking lot and believes we may be able to add 14 parking spots at a limited cost. He provided photos of the areas where they could be placed. Diana, Dan, and David are appointed to an *ad hoc* committee to research the idea further.

Outdoor book drop – There were some recent cases, during good-weather days, when the book drop was locked. Joyce explained that the book drop is normally locked because of inclement weather or over long weekends; and explained further there is a surprisingly large number of books being returned in the outdoor book drop, necessitating emptying by Library staff up to five times daily. It was discussed how to better use signage to tell patrons not to try to force items into the drop box when it is locked. Signage can possibly also encourage more use the drop box next to the main entrance.



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Highlights from the Director's Report

- Joyce explained there has been forward momentum on both the Silo Safety Project and the Children's Discovery Patio Project. A possible celebration or ribbon cutting event was also discussed for when the Children's Discovery Patio Project is completed."
- The 2018 PA Public Library Data Collection Report is due on 3/1/19. Because finalized financials from the township are not yet available, Joyce requested an extension to this deadline.

Old Business

- Computer usage: A discussion was held related to computer usage limits (timeout/session length). Patrons receive a pop-up warning that the computer will time-out. Diana suggested using larger signage to warn patrons plus provide the pop-up warning – preferably at the 10-minute mark.
- Dallas Data Systems Funding Contest – Pros and Cons. While the library was successful, there was a large time commitment. The Board will consider 2019 participation if/when a new contest is announced.

New Business

- Spring Fundraiser – Jennie Barbieri motioned to re-direct previously approved Spring 2019 fundraiser 'start-up' funds for "Night at the Races" (which will not be repeated this April) to "Swing Era Soirée" (which replaces Night at the Races). Laura Slaymaker seconded. All voted in favor and the motion passed. Swing Era Soirée will be on April 27. Each board member is being asked to donate one item for the silent auction (or to solicit such a donation from local businesses). Paul Daigle will act as the master of ceremonies.
- Fundraising Report Format and Frequency – Bonnie Young distributed a schedule of MTPL's fundraising activities and events, including due-dates for submissions of Grant requests. Board asked to be involved when help is needed and updated as appropriate.
- **Adjourn** – Laura Slaymaker made a motion to adjourn the meeting. Susan Dyson seconded the motion. Meeting adjourned at 7:04 PM.

The next meeting will be Wednesday, March 27, 2019, at 5:30 p.m.

Recorded by Paul R. Daigle, Board Secretary –