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Paul Daigle - Secretary
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Diana Reeves
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Manheim Township Public Library Foundation Board Meeting

Date: 4/24/2019 **Time:** 5:30pm **Location:** MTPL

Administration

Call to Order at 5:30 pm. Roll Call & Agenda Review:

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

Members Absent: Dan Labezius

Board of Commissioner Liaison present: Sam Mecum

Friends Annual Book Sale Team Leader: Rennae Newman

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

Agenda Review- No changes were made.

Public Comment - None offered as no members of the public present.

Prior Minutes- The March 2019 Minutes were reviewed and minor changes were suggested. Laura motioned to accept the minutes as revised. Seconded by Jennie. Approved unanimously.

Grant Writer/ fundraiser Report

- Swing Era Soirée – Bonnie updated the board on the upcoming fundraiser. We have both paid and unpaid dance instructors coming to provide dance lessons. We can continue to invite more guests to Saturday’s event.
- Bonnie shared about recent giving/grants the library has received as well as several letters and grants she has submitted to other grantors. Bonnie was especially happy for the money received to fund book carts which the library had a particular need for.
- David shared again about the importance of sending thank you notes for donors beyond just the immediate, regular thank you card. Laura shared about a monthly lunch that the YWCA had for donors, potential donors, and potential board members. Maybe we could replicate it quarterly?
- 2019 Fundraising Calendar (Annual Appeal, Buy the Book, Extra Give) – A discussion was had concerning the best time to send out the appeal and schedule Buy the Book. The consensus was to keep the timeline like last year. The annual appeal would go out in September, Buy the Book would happen in October, and Extra Give is in November. Additionally, a second reminder postcard could be sent out in December to anyone who had not yet responded to the annual appeal. A tentative date for Buy the Book is Friday, October 4th.



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- 2020 Fundraising Calendar (Interchange spring and fall fundraisers). It was proposed to switch Buy the Book and the Swing Era Soiree in the calendar. Buy the Book could instead take place in April and the 10th-anniversary event for the library could take place in September. The board agreed to the suggested change.

Committee Reports

- **Facilities:** Exec. Director's report mentioned some facilities updates including HVAC needs.
- **Finance:** No report.
- **Friends Report:** Rennae Newman, team-leader for the Annual Book Sale, came to share with the board. The previous team leader, Mary Jo Schimaneck is still working with and supporting Rennae. Rennae is not an MT resident but has been volunteering with the book sale for several years. Since her personal schedule allows the time to do it, and her work with another non-profit gave her valuable parallel experience, she wants to devote efforts to the Friends of the Library and the book sale. She has set up a Facebook page for Friends and, for example, has posted photos of the book display in the café, etc. Rennae encouraged everyone to interact with the page because it will expand the organic reach. She also encouraged everyone to give her feedback if they have thoughts or questions about the activities of the Friends including the book sale, the café book sales, etc.

Executive Directors Report:

- Adult Services Manager Karyn Beltle has been hired.
- There is a need to hire some new library assistant(s) for the library because two library assistants recently resigned.
- Joyce shared a significant amount of data with the board and shared that with new tools, she can also produce additional types of reports. Joyce also shared about the state aid funding formula and said that she has started suggesting that the formula should better account for MTPL's facility and resources being used in significant numbers by residents of other townships.

Old Business

- Lancaster County Community Foundation manages two MTPL funds, including "Manheim Township Public Library Endowment – Agency." Donors who wish to do so can direct their donations to MTPL with specific instructions that their gifts should be transferred to "MTPL Endowment – Agency" at LCCF.

New Business



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- Distribution of state aid to libraries

Adjournment

Laura made a motion to adjourn the meeting. Jennie seconded the motion. The motion to adjourn was unanimously approved at 7:07 pm.

Next Meeting

The next meeting will be May 22, 2019, at 5:30 p.m.

Recorded by Paul R. Daigle, Secretary.