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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: 9/25/2019 **Time:** 5:33pm **Location:** MTPL

Administration

Call to order at 5:33 PM. Roll call and Agenda Review

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

Members Not Present: Dan Labezius

Commissioner Present: Sam Mecum

Staff Members Present: Executive Director Joyce Sands, Operations Manager Janet Bailey

Minutes - Minutes of the August 2019 reviewed. Laura moved to accept the minutes; Susan seconded. Approved unanimously.

Committee Reports

Friends Report – Friends' activities are going well.

Finance Report – Janet Bailey provided updated financials for the library through August. It was noted that the township is now to date with library financial information. The library received 27 restricted gifts during 2019 totaling over \$27,000. Some of the gifts were for specific items or activities like the new children's patio. Joyce will be reviewing all unspent funds and their corresponding guidelines and restrictions.

The board discussed a recent bequest of \$25,000. The money was restricted to endow a fund for future periodical purchasing. Sam Mecum volunteered to work with the township to research what sort of account the funds should be deposited in.

Facilities Report – Joyce shared that the dehumidification system in the basement was of a residential quality. The township's HVAC servicer is suggesting upgrading to a commercial quality system. While dehumidification may not seem to be pressing concern, delaying correction may eventually result in devastating mold/mildew consequences.

Executive Director's Report



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- 2020 Holiday Schedule – Paul motioned to close the library on December 24th, 2020. Laura seconded. Susan motioned to have the library take two in-service days in 2020. Jennie seconded. All voted in favor of both motions.
- Buy the Book – there will be international food served to reflect the theme of the event. Sam Mecum will be serving as bartender. Only eight people have registered so far. A mailer was sent out via mail and it was shared on Facebook. David will send out an email invitation as well.
- In October, there may be a discussion about moving funds from the escrow account.
- Passport Services income is above budget but below last year's revenue at this point.

Old Business –

- Capital Projects (Parking) – The Board is awaiting a decision by the township on whether to approve the parking as a capital expense in MT's 2020 budget.
- Strategic Plan – Laura shared some of the progress on the Strategic Plan. It was decided that board members can email Laura with any suggestions and changes. Then, Susan, Laura, and Diana will meet with Joyce to discuss it in more detail. Joyce was also encouraged by the board to solicit input from the library staff.
- Thankfulness – David asked about the overall cost of the August 22 Donor Appreciation Event. There was only a limited cost. David again asked about being proactive in thanking our donors and showed an example from Habitat for Humanity.

New Business-

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Executive Session – Staff and Board membership matters were discussed.

Adjournment – Diana made a motion made to adjourn the meeting. Susan seconded and it was unanimously approved. Meeting adjourned at 6:55 PM

Next Meeting

The next meeting will be **October 23, 2019, at 5:30 PM**

Recorded by Secretary Paul Daigle.