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

## **Manheim Township Public Library Foundation Board Meeting**

**Date:** 11/20/2019      **Time:** 5:30pm      **Location:** MTPL

**Administration:** Call to order at 5:30 PM. Roll call and Agenda Review

**Members Present:** David Ferruzza, Susan Dyson, Diana Reeves, Laura Slaymaker, Dan Labezius

**Members Not Present:** Jennie Barbieri. *Note: MTPLF Board currently has one vacant seat.*

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

**Minutes** - Minutes of the October 2019 were reviewed. Laura moved to accept the minutes; Diana seconded. Approved unanimously.

### **Committee Reports**

**Friends Report** – Friends of the Library has transferred \$23,000 to the Library Fund, and is retaining sufficient operating funds to cover front-end expenses for 2020 Amazon sales and the 2020 Annual Book Sale.

**Finance Report** – Written report, with data through the end of September 2019, was distributed.

### **Facilities Report –**

- Discussion of a recommendation by a Board of Commissioner member, to designate a few parking spaces as “15 Minute Parking.” Consensus: Doing so would result in less than efficient use of available parking and is unenforceable.
- The Board’s recommendation for additional parking spaces is being favorably considered by the Board of Commissioners: This BOC action, when complete, will result in 14 additional spaces near to the Library, all within the footprint of current parking.

### **Executive Director’s Report**

- “Buy the Book” will be on Thursday evening, April 30, 2020.
- Review of 2019 and 2020 Capital Improvement priorities.
- Drive-up book drop: How to post temporary notices (other than taping them). How to decrease water encroachment that is damaging books.
- Approval of 2020 invitations to key personnel from MT, Library System of Lancaster County, and Lancaster County Community Fund (endowments) to visit and brief the Board. (No invitations yet issued, but the concept was approved by consensus.)
- Gender identification issues were discussed with the conclusion the Library must seek MT counsel before finalizing actions.
- Wasp infestation within the last few days was solved with assistance from Ehrlich Pest Control.



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### **Old Business –**

- Following on last month's discussion in which we learned MT is declaring July 3, 2020 to be a holiday for MT employees, the Board – motion Laura; second Susan, unanimous -- approved the Library being open on July 3 2020 (a Friday) and closed on July 4, 2020 (a Saturday).
- Arrangements with Lancaster County Community Foundation are now complete on the establishment of a new endowment fund, in the amount of \$25,000, made possible by a bequest from J. R. Frey. The earnings from this fund will be used for the purchase of periodicals for the Library.
- Strategic Plan: Some discussion with more to follow at the next Board meeting.

### **New Business-**

- MTPL Foundation checking account with Fulton Bank: The Board granted permission for the incumbents in four positions (President, Treasurer, Executive Director, and MT Director of Finance) to have access to account records.
- Volunteerism: The Board applauds the efforts of all of the many volunteers who help keep the Library running smoothly, and of course at the same time help to reduce operating expenses. Currently, the Library has enough volunteers and will post a statement to that effect on the [www.mtpl.info](http://www.mtpl.info) website, along with a "watch this space" notice that will alert potential volunteers to openings as they occur.

**Executive Session** – Personnel issues were discussed.

**Reminders** – Board members are encouraged to periodically browse the MT and MTPL websites. This Friday, November 22, is Extra Give day. (For the first time, we have arranged for an instantaneous "thank you" note to be sent to donors who contribute to MTPL.)

**Adjournment** – Susan made a motion to adjourn the meeting. Diana seconded and it was unanimously approved. Meeting adjourned at 7:05 PM

### **Next Meeting**

The next meeting will be **December 18, 2019, at 5:30 PM**

Recorded by Susan Dyson and David Ferruzza