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MTPL Foundation Board  
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*Stephen Murray - Treasurer*  
*Rebecca Doster - Secretary*  
*Jennie Barbieri*  
*Diana Reeves*  
*James Adams*  
*Lois Morgan - Ex Officio*

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

*Date: 2/26/2020      Time: 5:32pm      Location: MTPL*

**Administration:** Call to order at 5:32 PM. Roll call and Agenda Review.

**Members Present:** James Adams, Jennie Barbieri, Susan Dyson, Diana Reeves

**Members Not Present:** Rebecca Doster, Stephen Murray and Laura Slaymaker

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

**Minutes** - Minutes of the January 2020 meeting were reviewed. Diana Reeves moved to accept the minutes; Susan Dyson seconded. Approved unanimously.

### **Committee Reports**

**Guest Reports-** Regarding Planned Giving & Endowments, Jessica Mailhot, Director of Forever Lancaster from Lancaster County Community Foundation discussed what they can offer to non-profits for planned giving. She said MTPL has already made a first important step, which is having a Library Foundation Endowment. The recent donor bequest Endowment is a great addition. Planned giving Jessica said is an excellent way to continue endowments. They are planning sessions this summer regarding planned giving. One of the sessions will be about how to get your Board involved in identifying donors. Ms. Mailhot volunteers her services to discuss ways to grow our endowments. MTPL has a restrictive fund that can pull 4% per year. A new fund available is a Flex Fund for community benefit organizations (CBO.) No more than 1-2 draws a Quarter are allowed.

Karyn Beltle, Adult Services Manager, reports a local author visit tomorrow, Laura Bradford. Interesting Health and Wellness talks have occurred recently at the library. Karyn is planning for the fall to start the PBS series Great Decisions and she found a presenter. The first online census is coming out and her team is preparing for people using library computers to complete the census.

**Friends Report –** Martha Matt reported that Amazon Sales had another great year. Martha noted they sold more books, because they lowered the minimum price, but that cost more in postage. This year, they raised the minimum price to its prior level.

Rennae Newman reported that the Annual Book Sale earned over \$6,000 more than the prior year. She attributes the success to the quality of the books donated and dedication of their volunteers year round. She has many ideas for her second year of running the Annual Book Sale and for further utilizing Social Media.

Nathan Buckwalter reported on the Café Book Store, noting that large purchases by book sellers have resulted in their best year yet, since he started recording sales in 2013.

**Finance Report –**Motion to approve MTPLF Fulton checking account signatory rights to Board President and Treasurer and View Access to Director of Finance and the Assistant Director of

Finance to the Township. Jennie Barbieri moved to approve and Diana Reeves seconded. Approved unanimously.

A memorandum of understanding was drafted to clarify a major donor's intentions for a 2012 donation. Joyce Sands will meet with the donor and request the donor sign the memorandum, which will be kept on record at the Library and the Township for future reference.

**Facilities Report** – New parking signs wording and plan that staff will place the signs was approved by the Board.

**Executive Director's Report**- Buy the Book 2020 Committee held their first meeting on 2/19/20. The theme for this year's event is **Gardening**: growing the collection, planting seeds of learning and blooming. The Buy the Book Committee recommended to the Board to change the date from 4/30 to 5/21 to allow time for the Library's new fundraiser to be brought onboard and there were other events that would make 4/30 a non-ideal date. The Board agreed to this date change.

Motion to approve \$1500 for the event, which Susan Dyson moved to accept and seconded by Jennie Barbieri. Approved unanimously.

**Old Business** – Welcome Cards we will revisit next month.

**New Business**- Bylaws approved (as 6/27/18, not signed and finalized). Motion to approve by James Adams and seconded by Diana Reeves. Approved unanimously.

In response to a recent incident where someone brought a political petition to the library, the Director confirmed with the Township that this is a violation of the park rules and will be addressed accordingly.

3 Points for Board of Commissioners: 1) Bylaws approved, 2) a representative from Lancaster County Community Foundation spoke to the Board regarding growing the Library's endowments and 3) Friends Reports were presented.

**Executive Session**- No executive session.

**Adjournment** – Diana Reeves made a motion to adjourn the meeting. James Adams seconded and it was unanimously approved. Meeting adjourned at 6:45 PM

### **Next Meeting**

The next meeting will be **March 25, 2020, at 5:30 PM**

Recorded by Jennie Barbieri.