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Manheim Township Public Library Foundation Board Meeting Executive Session

Date: April 22, 2020 **Time:** 5:30pm **Location:** Virtual Meeting-Phone In

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

Members Present: James Adams, Jennie Barbieri, Susan Dyson, Diana Reeves, Laura Slaymaker, Stephen Murray, Rebecca Doster,

Members Not Present:

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Jennifer Steigelman, Director of Finance -Treasurer for Manheim Township.

Executive Session Matter: Facilitation of a gift of stock. After options presented by Executive Director Joyce Sands, the board assigned James Adams to consult with attorney of donor for recommendations and proposal to be mutually approved by donor and Library Foundation Board.

Executive Session Adjourned at 5:45 pm

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Members Not Present: All board members present

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Jennifer Steigelman, MT Financial Director

Minutes - Minutes of the February, 2020, and March, 2020, meeting were reviewed. A correction of date was made to the minutes labeled February to the correct month of January. Jennie Barbieri moved to accept the minutes; Susan Dyson seconded. Approved unanimously.

Committee Reports

Friends Report – Executive Director Joyce Sands reported the Friends operations are currently closed due to the COVID19 closure. She also reported that the Amazon book account is not active at this time with no fee assigned also due to COVID 19 closure.

Finance Report – The 2019 Year End Report is now complete. January, 2020 figures were presented with discussion of a change in format for augmentation/notation of entries, changing to an actual expenditure per month rather than totals evenly divided per twelve months. The goal will be for implementation beginning in 2021. Gifts and Grants and LCCF reports were included with the note that 1st Quarter figures for LCCF were not yet available.

Facilities Report – HVAC issues, light bulb replacement, the safety gate at the staircase, and the dehumidifying of the basement have been completed by the MT Public Works department during the downtime of the library.

Personnel/Nominating Report – No report

Executive Director's Report- the library web site is looking great with additional resources of online programs during the physical closure. Online book discussions and shifting of print to more electronic resources are being considered by staff. Staff are also reviewing platforms for the Summer Reading Program to take place in a virtual format. More information will be available for the May Board meeting. Plans are being researched and reviewed for a gradual/stepped opening after the COVID19 restrictions are lifted. Contingencies for physical changes within the physical library, such as plexi-glass partitions, spacing of computer stations, will be reviewed as more details of the Governor's Plan for re-opening are revealed in the coming month(s).

Old Business – A motion was made by Susan Dyson to cancel the “Buy the Book” program, seconded by Jennie Barbieri, and approved. Welcome Cards and Collections will be revisited next month.

New Business- The Executive Director with appropriate staff will develop the plans to re-open the physical plant of the library, looking at the schedules of other area libraries and programming.

LCCF proceeds from the three accounts will be available for distribution by November, 2020. The board suggested that any decision of using or reinvesting available funds should be deferred for discussion at the May Board meeting when there may be a better idea of when the library may be able to open and what resources may be needed.

3 Policies were presented for approval:

- Social Media – Motion to approve with the change of “political activity” in place of “organized political activity, by Susan Dyson, seconded by Jennifer Barbieri, and approved by the board.
- Facilities – Motion to approve with the change of removing “equipment” to “be compatible with the original items”, by Jennifer Barbieri, seconded by Susan Dyson and approved by the board.
- Donations – Motion to approve with suggested amendments by James Adams and Stephen Murray, by James Adams, seconded by Steve Murray, and approved by the board.

3 Points for Board of Commissioners: Executive Director was instructed to present the points for the commissioners at her discretion, with an emphasis on current activity and staffing during the COVID19 closure.

Jennie Barbieri made a motion to adjourn the meeting. Susan Dyson seconded, and it was unanimously approved. Meeting adjourned at 7:30 PM

Next Meeting

The next meeting will be **May 27, at 5:30 PM**, in virtual format if necessary.
Recorded by Rebecca Doster.

