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

**Date:** 5/27/2020      **Time:** 5:30pm      **Location:** Phone In/Microsoft Teams

**Administration:** Call to order at 5:35 PM. by Susan Dyson. Roll call and Agenda Review.

**Members Present:** James Adams, Jennie Barbieri, Susan Dyson, Diana Reeves, Rebecca Doster, Steve Murray

**Members Not Present:** Laura Slaymaker

**Staff Members Present:** Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Allison Walker, Technology/Circulation Manager

**Minutes** - Minutes of the April, 2020, meeting were reviewed with one clarification. James Adams is the sole MTPLF member contacting donor attorney. Jenny Barbieri moved to accept the minutes; seconded by Steve Murray. Approved unanimously.

### **Committee Reports**

**Guest Reports-** Alli Walker, Technical/Circulation Manager provided updates on a series of activities she is working on during the COVID-19 closure. The plan to install six new PC's has been delayed. Once it can be completed, the old units will be recycled as appropriate and moved as necessary. The migration to remote work for staff was made possible with laptops and remote access. The server migrations for the MT vendor Sidiuum have been completed. LibGuides, a training platform the library has used for many years, is being adopted by LSLC and a county training portal is being initiated. Alli is a member of the training group that will create this program. Alli is also going to be working on a tech plan for a systematic approach for computer and other technology replacement schedules. She would like to begin looking at updating the ten-year-old phone system and will be studying options of providers and equipment for presentation to the Foundation board in the future. Plans for updating the Web page are ongoing and we can see some of those changes currently. For ease and better security for the use of passwords for staff, Alli is reviewing several password manager applications.

On a personal note, Alli shared with the board the start of her Master of Information and Library Science program.

### **Friends Report – No report**

**Finance Report –** It was shared that the majority of government funding has been received, including all funding from the State.

The Amazon Book sales are also curtailed at this time.

**Facilities Report** – the StoryWalk® project is a go. Joyce will coordinate with the Public Works staff as to a timeline for work and completion.

The Summer Reading program will be virtual and will start later than anticipated. Information will be posted with details. An EITC contribution of \$10,000.00 was received from a new business, in addition to several other EITC contributions. EITC funds will be used for the StoryWalk® project and for Summer Reading Program expenses like incentives and awards.

**Executive Director's Report**- The Book Drop reopening is currently scheduled for June 1, and has been approved by the MT Board of Commissioners. We will be the first library in the County to have staff return and open for book return. At this time, it is estimated that the returns would fill 400 milk cartons, each holding 30 items that potentially need to be stored. Currently the State has a guideline of keeping items in quarantine for 9 days until they may be placed in either local or system circulation. This time frame may be adjusted to a shorter period. The fine structure for return of items will be set by the County system.

At this time the Passport service is still curtailed as the Department of State has a back-log of passports to process and we at this time do not have a social distance safe procedure or barriers in place as a staff member and the resident must meet in person. It will be announced when this service can be restarted.

**Old Business** – Welcome Cards and a discussion of a Collection Agency will be rescheduled again until next month.

**New Business**- James Adams has been in communication with the Lancaster County Community Fund for possible management of the Morgan Donation. If we were to enter a relationship with the LCCF, we will need to clarify some contractual information and procedure. Jim will follow up and present additional information for discussion at our next meeting.

The Board received the "Agreement for The Provision of District Library Services Within the Lancaster District July 1, 2020 – June 30, 2021. The Lancaster Public Library will no longer be serving as the District Library Center for the group due to their current building project. A new designee library will be named. Joyce will update when finalized.

The changes requested for budget reporting will be on hold until after the current audit period and wrap-up. The changes would be in place for the next year budget.

3 Points for Board of Commissioners: 1) return/quarantine process, 2) Passport service update, 3) Summer Reading Program Delay.

**Executive Session**- No executive session.

**Adjournment** – Steve Murray made a motion to adjourn the meeting. Jenny Barbieri seconded and it was unanimously approved. Meeting adjourned at 6:44 PM

**Next Meeting**

The next meeting will be **June 24, at 5:30 PM. Location to be announced.**

Recorded by Rebecca Doster.