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Manheim Township Public Library Foundation Board Meeting

Date: 6/24/2020 **Time:** 5:30pm **Location:** Phone In/Microsoft Teams

Administration: Call to order at 5:31 PM. by Laura Slaymaker. Roll call and Agenda Review.

Members Present: James Adams, Jennie Barbieri, Susan Dyson, Diana Reeves, Rebecca Doster, Steve Murray, Laura Slaymaker, Sam Mecum, MT Commissioner

Members Not Present: All present

Staff Members Present: Ali Walker, Technology/Circulation Manager, Janet Bailey, Operations Manager, Karin Rezendes, Youth Services Manager

Minutes - Minutes of the May, 2020, meeting were reviewed. James Adams moved to accept the minutes; seconded by Diana Reeves. Approved unanimously.

Committee Reports

Guest Reports- Karin Rezendes, Youth Services Manager provided updates on a series of activities she has worked on during the COVID-19 closure up to and including the current opening status.. Karin has been with MTPL for 2 ½ years and is managing all social media activity during the COVID-19 closure, including the Virtual Story Time, Virtual Book Club, and the current Virtual Summer Reading Program. She noted that since Athena the Turtle has been part of the social media activity, she now has followers from 26 countries. She has been welcomed back into her home at the library. Currently the MT Library Face Book page has 3100 total followers. Karin is also developing an Instagram page with 178 followers currently. Other updated activity as follows:

- Hoopla – 134% increased usage (during pandemic)
- Overdrive – 75% increased usage (during pandemic)
- Continuing purchase of titles on Overdrive
- Revision and update of children's services brochure
- Ordered signs for the Story Walk boards
- Kids Book Club on Zoom
- Summer Reading Program online has 430 registrations as of 06/24. Some sponsors of award items dropped the program due to the pandemic. The County System will supply some supplies for this purpose.
- A goal service: Your Next 5 Books - the creation of personal reading lists based on reading preferences, much like a "personal Shopper"

Friends Report – No report

Finance Report – James Adams reported on a discussion he has conducted regarding the Lancaster County Community Fund terms and conditions of agreement in holding and managing our three funds under their management. Board discussion to be scheduled at a later time.

Facilities Report – Questions regarding the status of the additional 14 parking spaces, previously included in the current year budget totaling \$52,000, were directed to Commissioner Mecum. If the funding is still available in the budget taking into consideration COVID-19 and its effects on the current year, it would be an advantageous time to begin the process as current activity in the Library parking areas is lower than normally would be. Joyce and Laura will follow up with Sean Mulchany and Phil Mellott for further discussion.

Personnel Report – No report

Executive Director's Report- (presented by Laura Slaymaker) Items in the Book Drop are currently cycling though the quarantine process awaiting return to circulation. The curbside order pick up has processed 417 orders as of 06/24.

Most of the staff have returned to work at this time and there will be a few Part-time openings for staff that will not be returning from the COVID-19 closure.

Currently over half of the scheduled library browsing slots have been filled and the process is working well. The staff are cleaning after every slot and visit.

The toys and other in-house items are kept in storage at this time as required.

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

LCCF – recommended for further discussion

Currently 223 boxes of items have been returned to the Library.

New Business- Carol Gifford has been appointed to fill the term of Allison Troy on the Board of Commissioners. She will become the Commissioner Library Liaison beginning in July.

3 Points for Board of Commissioners: 1) Summer Reading Program Update, 2) The increased usage of online platforms during the COVID-19 closure, 3) Discussion regarding the 14 additional parking spaces.

Executive Session- No executive session.

Adjournment – ***** made a motion to adjourn the meeting. ***** seconded and it was unanimously approved. Meeting adjourned at 6:30 PM

Next Meeting - The next meeting will be **July 22, at 5:30 PM. Location to be announced.**

Recorded by Rebecca Doster.