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## Manheim Township Public Library Foundation Board Meeting

*Date: 07/22/2020*

*Time: 5:30pm*

*Location: Phone In/Microsoft Teams*

**Administration:** Request for Executive Session at the end of the regular session regarding personnel issues by Laura Slaymaker. Regular meeting called to order at 5:40 pm by Laura Slaymaker.

Roll call and Agenda Review.

**Members Present:** James Adams, Jennie Barbieri, Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Steve Murray, Carol Gifford, MT Commissioner

**Members Not Present:** All present

**Staff Members Present:** Rennae Newman, Grantwriter/Fundraiser, Janet Bailey, Operations Manager, Joyce Sands, Executive Director.

**No public present.**

**Minutes** - Minutes of the June, 2020, meeting were reviewed. James Adams moved to accept the minutes; seconded by Steve Murray. Approved unanimously.

### Committee Reports

**Guest Reports-** Rennae Newman, Grantwriter/Fundraiser, back from layoff and on the job for three weeks, provided updates on the series of activities planned for the Tenth (10<sup>th</sup>) Anniversary of the Manheim Township Public Library. The plan varies from the original Pre-COVID-19 plan and is a dynamic plan that will provide the ability to pivot and alter as necessary. The plan is provided as an attachment to the minutes with these highlights:

- The first activity has been launched this month with a fundraising opportunity planned throughout the year.
- The library is requesting any old photos from the first groundbreaking of the facility and any other activities throughout the past ten (10) years. A plan for a display is underway.
- A family friendly event will be held at the end of this Tenth (10<sup>th</sup>) year celebration as well as a smaller scaled affordable to all Gala.

**Friends Report –** The September 2020 Book Sale has been officially canceled due to ongoing COVID-19 considerations. The next Book Sale will be held in September 2021. Plans are in process for a “Mystery Bag Sale” as well as other activities throughout the year, each on a smaller scale. As these plans are finalized the details will be shared with the MTPL Foundation Board.

**Finance Report** – The Securities Sub-Committee continues to meet regarding donation strategy and policy. They recommend studying whether to have a separate and more detailed donation policy from that of the Manheim Township Board of Commissioners. It was stated that such a policy should preserve principal, utilize conservative investment and be controlled by the MTPL Foundation Board. James Adams, Steve Murray, and Joyce Sands will work on a draft for presentation to the MTPL Foundation Board as well as the Manheim Township Board of Commissioners.

The Sub-Committee will also prepare a draft policy regarding the placement of a \$10,000.00 donation into a PLGIT account. This will be done in consultation with Jennifer Steigelman, the MT Director of Finance.

Janet Bailey, MTPL Operations Manager reported that the budget “actuals” are available through May. It was noted that there is little to report on revenue, the expenses are “lumpy” due to the effects of the COVID-19 closure.

**Facilities Report** – The parking lot expansion project has been put on hold for the time being as reported by Sean Molchany, MT Township Manager.

Looking forward to serving rental commitments of the Morgan Room (s), staff are beginning to clear the space and organizing space in the basement for books and other items for fundraising sale activities.

The order has been placed for the Story Walk Station materials and will be placed upon arrival. Board members Jennie Barbieri and Susan Dyson Harkleroad will volunteer to help with the project.

**Personnel Report** – No report

**Executive Director’s Report**- as ordered by the MT BOC, Joyce will review and create policy regarding customer relations. The revisions will be presented for approval at the August meeting.

The library is open for in house “ExpressTime” with the clarification all Lancaster County residents with a library membership may be served.

Curbside pick-up is a continued success with staff notifying patrons when order is ready. The patron calls in to the library upon arrival and the order is delivered by staff to the patron’s vehicle.

A new service “5 Book Recommendations by Staff”, is proving to be a popular and successful service.

A reconsideration of a book placement was requested and reviewed by a committee of three (3) managers and the recommendation was to keep the book in its current placement.

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

LCCF – when funds are available to grant in the fall a recommendation of the distribution and purposing of the funds will be discussed. A “wish list” is to be developed for further discussion in preparation of that distribution.

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

**New Business-** No items for discussion.

**3 Points for Board of Commissioners:** 1) Book Sale 2020 decision, 2) Update on the Story Walk 3) “Express Time” hours and all County resident update. It was also decided to add a 4<sup>th</sup> item this month with an update on current Tenth (10) Anniversary plans

**Executive Session-** At 6:25 pm the regular session was paused for an Executive Session regarding personnel. The executive session was adjourned at 6:55 pm with no action recommended.

**Adjournment –** The regular session was resumed at 6:56 pm. \*\*\*\*\* made a motion to adjourn the meeting. \*\*\*\*\* seconded and it was unanimously approved. Meeting adjourned at 6:57 pm.

**Next Meeting -** The next meeting will be **August 26, at 5:30 PM. Location to be announced.**

Recorded by Rebecca Doster.