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Manheim Township Public Library Foundation Board Meeting

Date: 10/28/2020

Time: 5:30pm

Location: Phone In/Microsoft Teams

Meeting called to order at 5:35 PM with Roll call and Agenda Review. Discussion regarding the the Budget will be added to the Finance portion of the meeting Agenda.

Members Present: Laura Slaymaker, James Adams, Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Steve Murray, Jennie Barbieri, Carol Gifford

Members Not Present:

Staff Members Present: Rennae Newman, Grant Writer/Fundraiser; Janet Bailey, Operations Manager; Jennifer Steigelman, Manheim Township Finance Director, Joyce Sands, Executive Director.

No public present.

Minutes - Minutes of the September 23, 2020, meeting were reviewed and moved for approval by Steve Murray, seconded by Diana Reeves, and unanimously approved.

Fundraising Update – by Rennae Newman, Grant Writer/Fundraiser. The normally scheduled Fall Appeal is currently in progress and will benefit the Operations Budget.

A second appeal will be scheduled in March 2021, the proceeds to benefit the Endowment Fund. This appeal will most likely be a mailing commemorating the 10th Anniversary Year. There is no other fundraising activity scheduled for March 2021.

Extraordinary Give is scheduled for Friday, November 20, 2020. This is being advertised through a marketing and social media blast campaign. Rennae will provide MTPL Foundation Board members with links to place on their personal social media pages.

The push for the "10\$ for the 10th" is ongoing.

The Knight and Day Diner on Lititz Pike has agreed to partner with the MTPL for a fundraising effort. During November guests of the diner will see Ten percent (10%) of their checks donated to the library. Rennae will also send information to board members so they can advertise on their social media pages.

The Amazon Smile program has commenced and will remain in place for individuals unless the Amazon customer chooses to change their charity selection.

We have received a 20k single donation during this year's Annual Appeal. There is a possibility of an additional large donation as well, which has called the question as to whether this type of donation would be titled to Manheim Township. Would a brokerage firm manage a donation of this kind if specifically in the name of the MTPL Foundation? Would an RFP be necessary in the selection of a brokerage firm? Steve Murray has volunteered to communicate with Rogers Associates regarding this specific donor possibility and process. Jennifer Steigelman will assist Steve.

At this time the Fundraising budget needs no action, it is informational only. The spreadsheet should be adjusted to show Gross Income.

Committee Reports

Finance Report – A motion was made by James Adams to approve the Endowment Policy and seconded by Steve Murray. The policy was approved unanimously. Before the policy is reviewed by the Manheim Township solicitor, Dwight Yoder, MT Manager, Sean Molchaney asked that we have the policy reviewed also by an independent attorney. James Adams recommended Steve Lazun with Barley Snyder.

There is currently no update on a trended ongoing budget as opposed to the current annual budget divided by 12 months. It would require a separate Excel format. We will continue to request as the budgets are developed.

Facilities Report – Work continues on The Story Walk®. Weather has caused some delay.

Friends Report – A Mini-Book Sale is scheduled for November 12-14, in the Morgan Center and Tell Café. CDC requirements will be in place for this event. There is a link to volunteer is located on the MTPL Website.

Personnel Report – No report

Nominating Report – No report

Executive Director's Report- The library hours have been expanded by 9 hours per week.

Joyce expressed a concern of losing quality staff to the Library System of Lancaster County as they are able to offer Full Time positions with benefits. At this time the Library System has not updated the formulas for the distribution of State Aid and County funding as requested contributing to some difficulty in increasing compensation at the local level.

A reminder was given regarding the MT BOC budget workshop to be held at the "Barn" on November 5, 2020, in the early AM. If possible, Foundation Board members should try to be present as commentary will be invited from the public.

Tell Café status - there has been no conversation with the donor family to discuss the future of café operations. If the proposed 2021 budget passes, there will be funds for the purchase of vending machines. The purpose would be to keep café staff to a minimum while providing snack and heartier items in the machines. This will be a future conversation. At this time used books are the primary revenue generator.

A motion by Steve Murray, seconded by James Adams, was made to submit a “Waiver of Standards” to the State’s Office of Commonwealth Libraries, whether or not it would be needed due to current budget restraints. This is an annual opportunity available to local libraries. The motion was unanimously approved.

There is no update nor additional interest by the County’s Library Directors in the pursuit of a County-Wide Collection Development Committee at this time.

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

The Library System is looking at an Online Account application link for a temporary library card that would allow for access to library e-resources.

New Business- James Adams has requested that the approval by the MT Board of Commissioners of the MTPL Foundation Board B y-laws be annotated with the date of their approval.

During the time of transition to a new Manheim Township Manager, Carol Gifford will be the contact for any MTPL business.

It was reported that some of the local libraries in the county have had staff diagnosed with COVID. If this were to occur at the MTPL, Joyce will Contact Rick Kane, Fire and Emergency Management Chief for guidance and contact tracing procedures.

Due to ongoing concerns with COVID, the MTPL Foundation Board will continue to use Microsoft Teams for virtual meetings.

Joyce praised staff for their service to the community despite the challenges they face.

Laura Slaymaker, as chair of the MTPL Foundation Board, will draft a letter to the library staff commending them for their service during the pandemic.

3 Points for Board of Commissioners: 1) StoryWalk® progress, 2) expansion of library hours 3) Circulation did not decrease as much as expected during the shortened hours.

Adjournment – The meeting was adjourned at 6:43 PM, by unanimous consent.

Next Meeting - The next meeting will be **November 18, at 5:30 PM.**, one week early due to the Thanksgiving holiday. The meeting will be held virtually.

Recorded by Rebecca Doster.