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

*Date: 11/18/2020*

*Time: 5:30pm*

*Location: Phone In/Microsoft Teams*

Meeting called to order at 5:32 PM with Roll call and Agenda Review.

James Adams requested an addition to the agenda, proposing a Board Orientation Session for new MTPL Foundation Board members. This item will be added under new business.

**Members Present:** Laura Lyon 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; Joyce Sands, Executive Director, Alli Walker, Technology/Circulation Manager, Janet Bailey, Operations Manager

**No public present.**

**Minutes** - Minutes of the October 28, 2020, meeting were reviewed and moved for approval by Steve Murray, seconded by Jennie Barbieri, and unanimously approved.

**Fundraising Update** – by Rennae Newman, Grant Writer/Fundraiser. The library will participate in the Extraordinary Give Program, scheduled as a virtual event on Friday, November 20, 2020. Board members have been asked to promote on their social media pages. Rennae is working on composing an email to solicit from past donors. This email will also be shared with MTPL Foundation Board members to share with their personal contacts. The dollars from this effort will go into the MTPL Foundation checking account, which upon transfer will be used to support of the library.

StoryWalk® is progressing with all the posts now installed. The materials within the boards are not installed as yet. A soft opening will occur in the near future with a Ribbon Cutting planned for spring. Special guest, Sandra Asher, author, will be invited for the official opening.

The push for the "10\$ for the 10<sup>th</sup>" is ongoing. The MTPL website will have a link to donate directly. Promotion for this effort will begin on the website, along with a "gift guide" will appear on a website slider.

The proceeds from the Book Sale totaled roughly \$3,900.00. The staff and volunteers received positive feedback and compliments on the program. The lobby inventory has generated about \$700.00 in donations so far.

Plans for a Holiday display of available items are ongoing.

Currently, over 1,300 books have been sold through The Amazon program this year.

Rennae requested that MTPL Foundation Board members “like” or “comment” on social media posts by the library to increase algorithm reach.

### **Committee Reports**

**Finance Report** – A motion was made by James Adams to establish an account with TD Ameritrade to facilitate donations of stocks and other appropriate financial investments and was seconded by Steve Murray. Documents for the new account will be prepared by staff, signed by MTPL Foundation Board officers, and presented to the Manheim Township Board of Commissioners for final approval.

After approval of the Manheim Township Board of Commissioners of the MTPL Foundation Endowment Fund Policy, Steve Murray and James Adams, with the support of Jennifer Steigelman, MT Director of Finance, will begin the process of selecting a financial advisor for the endowment, creating an endowment account, and determining which funds are eligible for transfer to the endowment.

**Facilities Report** – During preliminary budget discussions of the Manheim Township Board of Commissioners, it was decided to defer the addition of parking spaces to the library. The replacement of the analogue phone system remains in the 2021 budget allotment.

**Friends Report** – No report

**Personnel Report** – Joyce Sands has requested that a wage review be conducted by the Township’s HR Department for the Library Assistant – Circulation position.

**Nominating Report** – No report

**Executive Director’s Report** – A one-year pilot program is being proposed by the Office of Commonwealth Libraries to have the Lancaster System of Lancaster County for the District Library Center designee beginning 7/1/21.

Currently acquisition of new collections, including “e-collections” are on hold.

The MTPL Foundation Board will continue with the virtual meeting platform until further notice.

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

**New Business-** James Adams proposed developing an outline of content for a MTPL Foundation New Board Member orientation. He drafted a document outlining key areas and seeks feedback from the Board. Components could include operations, events, budget and Office of Commonwealth Library functions. Discussion will continue for the development of an outline for a program.

**3 Points for Board of Commissioners:** 1) Continuing concern of COVID by library staff, Joyce will attend the next MT BOC meeting 2) implementation of a system for online library card registration 3) proceeds of Mini-Booksale, Amazon Book sale and StoryWalk® progress.

**Adjournment –** The meeting was adjourned at 6:22 PM, by unanimous consent.

**Next Meeting** - The next meeting will be **December 16, at 5:30 PM.**, one week early due to the Christmas holiday. The meeting will be held virtually.

Recorded by Rebecca Doster.  
Amended 12-16-2020.