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Manheim Township Public Library Foundation Board Meeting

Date: 12/16/2020

Time: 5:30pm

Location: Phone In/Microsoft Teams

Meeting called to order at 5:33 PM with Roll call and Agenda Review.

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

Members Not Present: Jennie Barbieri

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

No public present.

Minutes - Minutes of the November 18, 2020, meeting were reviewed. James Adams requested an amendment clarifying his proposal for a Board Member Orientation to be the development of an outline for a program. With this amendment, it was moved for approval of the Minutes of the November, 2020, meeting by Susan Dyson Harkleroad, seconded by James Adams, and unanimously approved.

Fundraising Report – by Rennae Newman, Grant Writer/Fundraiser. The library participated in the November 20, 2020, Extraordinary Give Program. The Library exceeded its goal of \$16,000.00 this year, receiving \$17,115.00 in donations from 197 donors. These were total donors, which includes new and repeat donors.

The Holiday Gift Guide was placed on the Library Website, since the lobby is now closed, promoting the \$10 for the 10th program, Amazon Smile program and other types of gift giving efforts. The website has been updated to include a slider for this purpose. An email “blast” describing the programs also will be going out.

The “Buy the Book” program will be postponed to June or July, 2021, rather than March, 2021, a more realistic timeline for determining whether an in-person event is feasible due to COVID-19.

The lobby inventory has raised \$1,070.00. Now that the library is closed, sales will decrease, but people are calling in for individual requests that can be picked up curbside. After the Holidays, the program will be placed on hold until the library reopens.

Committee Reports

Finance Report – Jennifer Steigleman, Manheim Township Director of Finance, reported the TD Ameritrade account is now established. After she receives the usage training, it will be ready to accept appropriate donations.

Alex Snyder, an attorney in the law firm, Barley Snyder, has completed the independent review of the Endowment Policy. He has performed the review Pro Bono. The policy will now go on for final approval by the Manheim Township Board of Commissioners. We will need to specify what type of donation will be accepted as we promote the opportunity for donors.

Facilities Report – The copier lease has expired and a new lease has been signed. The equipment will be delivered shortly.

Friends Report – No report

Personnel Report – the 2021 Budget has been approved by The MT Board of Commissioners. A two percent (2%) Merit Increase was included in that budget.

In process is the replacement of two youth services staff members from prior vacancies. One will be starting on January 4, 2021.

Additional positions will be on hold through the First Quarter of 2021. The budget can be amended by the MT Board of Commissioners through the end of January, 2021.

Nominating Report – Laura Lyon Slaymaker and Steve Murray agree to serve another term on the Manheim Township Foundation Board. Their nominations will be approved at the Board of Commissioners meeting on January 11, 2021.

Elections for officers on the Manheim Township Public Library Foundation Board will be held at the January, 2021 meeting.

Executive Director's Report- The Adult Brain Game Grab Bags have been a success and information for participation will be sent to the MT Senior Advisory Committee for their next scheduled meeting.

Katie Keen, the Collection Development Manager, is currently working on matching the catalog with the physical collections. Also, review of the current e-collection subscriptions and discussions are ongoing with the vendors of these collections.

Joyce Sands, Executive Director reported a Mid Penn Bank EITC contribution received in the amount of \$3,500.00. She also reported a \$1,000.00 from the Kiwanis Club of the Lititz Area. Kiwanis funds will fund the Family Fun Bags.

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

New Business- no report

3 Points for Board of Commissioners: 1) Extraordinary Give reported total 2) A thank you to the MT BOC for approving the two percent (2%) Merit Increase 3) Mid Penn Bank EITC and Kiwanis donations.

Adjournment – The meeting was adjourned at 6:05 PM, by unanimous consent.

Next Meeting - The next meeting will be **January 27, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.