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MTPL Foundation Board
Laura Slaymaker - President
Susan Dyson - Vice President
Stephen Murray - Treasurer
Rebecca Doster - Secretary
Jennie Barbieri
Diana Reeves
James Adams
Lois Morgan - Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: 01/27/2021

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, Jennie Barbieri, Carol Gifford

Members Not Present: none

Staff Members Present: Rennae Newman, Grant Writer/Fundraiser; Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Alli Walker, Technology/Circulation Manager, and Ben Marchant, Interim Manheim Township Manager, Jennifer Steigelman, Director of Finance.

Executive Session – An executive session was called for the end of this evening's agenda.

No public present.

Minutes - Minutes of the December 16, 2020, meeting were reviewed. Minutes were moved for approval by James Adams, seconded by Susan Dyson Harkleroad, and unanimously approved.

Election of Officers – It was moved by Jennie Barbieri to approve the entire slate of candidates for the Manheim Township Public Library Foundation Board officers for 2021 as follows:

President:	Laura Lyon Slaymaker
Vice President:	Susan Dyson Harkleroad
Treasurer:	Steve Murray
Secretary:	Rebecca Doster

The motion was seconded by Diana Reeves and unanimously approved.

Fundraising Report – by Rennae Newman – It was suggested that the MTPL Foundation Board reconvene a committee to review the Fundraising activities. Rennae will be emailing the board with two short questionnaires to gauge interest in serving in this capacity and what experience members have in fundraising activities.

The \$10 for the 10th Anniversary fundraiser is going forward as planned. Board members will receive via email the template of the \$10 for the 10th cards for their use in supporting the effort.

All events are being re-evaluated due to the continuation of the COVID situation. Any event being planned must be flexible. Events should have no or very little advance dollars required.

We may try to hold an Anniversary celebration “on-site” at the Library with the Goal of “showing off” our facility and grounds.

There will be an effort to secure business participants in both the EITC program and to showcase on the StoryWalk®

The Friends of the Manheim Township Public Library will continue to increase the lobby inventory and make books available through Amazon, in lieu of an additional spring sale.

Committee Reports

Finance Report – The ledger detail through November was reviewed. The detail for December has not been completed in time for this meeting.

The Board reviewed the checking accounts with balances as follows:

Foundation checking account held at Fulton Bank	\$23,800.00+
The 2020 EG will be added in February	\$18,000.00+
The Board was reminded that they have discretion of this account	

Escrow Account	\$61,000.00+
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This amount includes prior year funds from the annual appeal and larger donations

The Board will target late spring or fall for distribution of funds to Manheim Township. The amount will be determined after auditors are finished.

Facilities Report – A concern was shared from the former president of the MTPL Foundation Board regarding the adequacy of the outside lighting from the front door area and the pathway to the Stoner parking lot. Previous exploration occurred on this issue. Joyce was directed to try to locate the lighting designer from the previous investigation. The plan would be to prioritize the front door and then the pathway for upgrade. Susan Dyson Harkleroad and Diana Reeves volunteered to meet with the previous designer for an updated proposal.

Friends Report – No report

Personnel Report – no report

Nominating Report – no report

Executive Director's Report- MTPL received \$54,000.00 from the Library System of Lancaster County.

The District Library Center designation will be the Library System of Lancaster County, serving for a one year pilot beginning 7/1/21.

The Adult Brain Bag and Holiday Bag projects were well received. The Adult Brain Bags will continue again in late February.

MTPL will be partnering with the League of Women Voters and the Alzheimer's Association for programming to be announced for a future date.

The Library System of Lancaster County paid for an annual subscription for all libraries to the Pennsylvania Association of Nonprofit Organizations (PANO). It is a resource for trainings, best practices, etc. for nonprofits. If Board members are interested, email Joyce, and she will arrange to have you set up as a user so you can access the resources.

The MTPL Foundation asked Joyce to convey thanks to the staff, as well as to Joyce, for their creativity and flexibility in serving the Manheim Township Community during the pandemic.

Old Business – No report on Welcome Cards.

Joyce reported that Janet Baily, Operations Manager had a discussion with the Ephrata Library on collections. Their library does not turn children's accounts over to a collection service. MTPL has used Keystone Credit Services since 2012 for some items billed back as far as 2002. Keystone has been closing some of the oldest accounts where they have had no successful contact. Discussion and further analysis for existing children's accounts will continue.

New Business- Laura Lyon Slaymaker informed the Board that the State Library will be hosting online seminars for stress management for library Board members and staff. If MTPL Foundation Board members are interested in participating, let Laura know and she will forward the email to them, so they can register.

3 Points for Board of Commissioners: 1) \$54,000.00 received from the Library System of Lancaster County 2) StoryWalk® update 3) Fundraising Questionnaire for Foundation Board members.

Executive Session – no action taken

Adjournment – The meeting was adjourned at 6:50 PM, by unanimous consent.

Next Meeting - The next meeting will be **February 24, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.