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Manheim Township Public Library Foundation Board Meeting

Date: 02/24/2021

Time: 5:30pm Location: Phone In/Microsoft Teams

Meeting called to order at 5:34 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

Members Not Present: none

Staff Members Present: 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.

No public present.

Minutes - Minutes of the January 27, 2021, meeting were reviewed with one addendum. Jennifer Steigelman, Director of Finance was present at the January 27, 2021 meeting. Minutes were moved for approval with the addendum by James Adams, seconded by Diana Reeves, and unanimously approved.

Special Volunteer Report – Martha Matt, volunteer with the Friends of the Manheim Township Public Library, leading the Amazon Sales program attended to report on the current status of sales. In July 2020, Amazon sales resumed after being shut down due to COVID-19 earlier in the year. The last 6 months of 2020 saw a high volume of sales. Total sales for 2020 were just under \$16,000, despite the shutdown. Currently 4-5 volunteers are preparing and shipping books, with the biggest day of activity currently Tuesday. This group also stocks the Lobby Inventory and is brainstorming ideas to increase donations. One of the group's goals is to accept donations all hours that the library is open. Another goal is to prepare the Café bookstore inventory for sales.

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.

Donations of materials could be solicited through Social Media and the Nextdoor App. With increased donations, a volunteer(s) would be needed to carry boxes of donated books to the basement for processing. Joyce Sands suggested the Board could help by referring to the Friends anyone who may be interested in volunteering for this physically demanding task.

The MTPL Foundation Board expressed thanks to Martha and her group of volunteers for their dedicated service to these activities and their commitment to continuing through the COVID situation.

Fundraising Report – Reported by Joyce Sands for Rennae Newman who was not in attendance. A thank you was given to the MTPL Foundation Board members and other volunteers for participating in the survey to determine fundraising abilities or experience among this group. Twenty-five responses were received. Of those responding to the survey, it was determined that 75% of donors are repeat donors. It would be a goal to broaden the scope and relationship with donors. Laura Lyon Slaymaker, Diana Reeves, and Rebecca Doster volunteered to meet as a Fundraising Committee for the purpose of brainstorming ideas for 2021 fundraising events or activities. The first meeting will be held, via Zoom, on March 3, 2021 at 5:30 PM.

The Adamstown Public Library currently has an ad showing on WGAL TV. Joyce is asked to reach out to the Executive Director of the Adamstown Public Library for information about the ad placement.

There is some inventory in the lobby available for a suggested donation amount. Fresh items being added for sale include biography, children's selections and selections for Black History Month.

Donations are being accepted again beginning this week. The donations will be accepted Tuesday and Friday mornings from 9-11 AM.

Committee Reports

Finance Report – There has been no response from the Manheim Township Solicitor, Dwight Yoder, regarding a review of the Investment Policy. James Adams volunteered to reach out to Attorney Yoder as a reminder. Interim Manager, Ben Marchant questioned whether the MTPL Foundation Board can have an investment policy that differs from that of Manheim Township, as a 1st Class Township.

Janet Bailey will be sending the “990 EZ” Form to calculate the weekly hours spent by volunteer MTPL Foundation Board members that is needed by our auditors. Look for an email to follow in the coming days.

Facilities Report – Joyce has placed a call to the previous lighting designer from previous lighting project and is waiting for a response. When she receives a response, Susan Dyson Harkleroad and Diana Reeves will meet to develop an updated proposal for improved lighting of the exterior of the front of the Library.

It was reported that the library lost power this past weekend. Janet Bailey responded to the call. The outage threw the main circuit breaker for the building. Power was restored for Monday's opening. In a separate incident this week, the Library was evacuated twice due to an “odor”. The Fire Department responded. Public Works discovered that 3 heat pump motors malfunctioned and the HVAC service contractor was called.

It was reported that the Café ceiling leaked yesterday. The roofing contractor will have to repair the roof.

A question was raised by Rebecca Doster whether the library has a contingency fund for repairs. Joyce responded that the library does not but Manheim Township does maintain such a fund and the library repairs could be requested on an as needed basis from that fund.

Friends Report – refer to the report of Martha Matt.

Personnel Report – no report

Nominating Report – no report

Executive Director's Report- Acceptance of donations materials resumed this week and scheduled Tuesday and Friday mornings from 9 – 11 AM.

Express Service began on February 16, with a limit of 25 patrons “in house” at a time, with some flexibility depending on how patrons are distributed throughout the building at any given time. The children’s area is being monitored at all times. There are computers available for patron use. Patrons are able to work on taxes, vaccination registration searches and other needs. Masks are now required for entrance and time within the library.

Curbside service continues and receives positive reviews.

Old Business – No report on Welcome Cards.

New Business- A discussion was held regarding communication with the Manheim Township Board of Commissioners, especially during the COVID restrictions. It was reported that the latest circulations statistics of 2019 report that 60% of library patrons are from other municipalities. It was suggested that we invite members of the BOC to attend a meeting of the MTPL Foundation Board and perhaps on occasion going forward. Ben Marchant, Interim MT Manager will meet with Joyce tomorrow to discuss a plan.

3 Points for Board of Commissioners: 1) Amazon Sales report 2) Resuming donations and a push for more 3) Power outage and response.

Adjournment – The meeting was adjourned at 7:09 PM, by unanimous consent.

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

Recorded by Rebecca Doster.