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Manheim Township Public Library Foundation Board Meeting

Date: 05/26/2021 Time: 5:30 PM Location: Via Zoom

Meeting called to order at 5:30 PM with Roll call and Agenda Review.

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

Members Not Present: All members present

Commissioners Present: Carol Gifford

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Rennae Neuman, Grant Writer/Fundraiser, and Jennifer Steigelman, Manheim Township Director of Finance, James Drumm, Manheim Township Manager

No public present.

Minutes - Minutes of the April 28, 2021, meeting were reviewed, moved for approval by James Adams, seconded by Diana Reeves, and unanimously approved.

Fundraising Report – Reported by Rennae Newman, Grant Writer/Fundraiser. The fundraising committee met on May 5, 2021, at 5:30 PM via Zoom.

Currently, the 10th Anniversary Tote Bag orders stand at 103. Anticipated delivery of the bags will be the end of June.

The Penn Cinema drive-in fundraising event was held Friday, May 21, 2021. The approximate number of cars participating were 30, with the exact number still to be confirmed by Penn Cinema and along with that number will be the money raised. Reviews of the event were overall very positive, although it was mentioned that an 8:30 PM starting time may have been a little late for young children.

67 new books with plates have been added to the Library's collection through the 10 for the 10th effort.

The ribbon cutting for StoryWalk® was held on Monday, May 24 with several MT BOC members attending. Declan Murphy has been working to edit the promotional video featuring donor, Lois Morgan. The grand opening book panels are in place with the last panel featuring an entry opportunity for a prize.

Friends of the MTPL have relocated the Lobby Inventory to the Tell Café, which had been closed due to COVID. The new venture is named the Friends' Book Spot.

The 10th Anniversary celebration will be held at the library on Saturday, September 25, 2021, from 10 AM to 3 PM. Plans call for food trucks to be outside of the library with fundraising and other activities to be held inside.

The committee will meet again on June 2, 2021, at 5:30 PM via Zoom.

Committee Reports

Finance Report – A motion was brought forward by Jim Adams, to approve the RFP for endowment fund management. Jennie Barbieri seconded the motion which was approved unanimously.

A motion was made by Jim Adams and seconded by Susan Dyson Harkleroad to send via USPS an invitation to identified investment fund managers as well as an advertisement for invitation for investment fund management. The advertisement will appear in the legal section of LNP and the websites for both Manheim Township and the MTPL. Questions may be submitted by investment managers to Joyce Sands for a 10-day period after publication, Joyce will have 10 days to provide answers to any questions raised, and the investment manager proposals will be due 30 days from publication. The motion was approved unanimously. Target date for the advertisement is June 15, 2021.

A question was entertained regarding the total of seed dollars that may be required to start the Endowment Fund but discussion will be delayed until RFP's are received and reviewed.

The LCCF Funds available for grant, are as follows: \$ 4,948.45, in a designated account, \$ 1,033.59, in the John Fry account for periodical purchase, and \$ 680.12, in the agency account. A motion was made by Steve Murray and seconded by Jim Adams to take distribution for all three accounts.

A motion was made by Steve Murray to transfer \$15,000.00 from the Fulton Bank Foundation Account as a MTPL Foundation Board contribution to Manheim Township and seconded by Jim Adams. The motion was approved unanimously.

Facilities Report – Joyce Sands, Janet Bailey and Rennae Neuman held a meeting on May 4, 2021, to discuss the short-range and long-range plan for the Tell Café. The hours for lobby inventory have been expanded for browsing. More furniture from COVID storage has been placed in the Café, space. The expanded space and inventory will be called the "Friends' Book Spot". The books on these shelves are acquired through donation.

Food offerings will be discussed as a long-range planning project. Joyce will contact the Tell family with an update of the space and usage.

It has been decided and agreed that the Public Works department will replace outdoor lighting 2 times per year. The ornamental grass around the front pergola and book drop area are currently scheduled at once per year. Library staff will request that Public Works trim more often if needed.

There is not a power line running out to the book drop area under the pergola and Joyce will ask the Public Works department to investigate what it would take to do that. She will also inquire about the possibility of improving the lighting for the book drop next to the front door.

Personnel Report – no report

Nominating Report – no report

Executive Director's Report- As of May 24, The MT Board of Commissioners determined to follow the current CDC guidelines and not require masks in any MT building, including the library if a patron, or staff is 2 weeks beyond the second COVID shot of vaccine.

Passport staff will be interviewed next week. One interview for circulation staff is scheduled for this Friday.

Plans are being discussed for the resuming of book clubs. The plan is to have the clubs meet outside.

Old Business – No report on Welcome Cards or Collection policy.

New Business- A brief discussion was held regarding the MTPL Foundation to resume in person meetings. The June meeting will be held via Zoom and will be reevaluated in the fall.

3 Points for Board of Commissioners: 1) “Save the Date” for the 10th Anniversary Celebration on September 25, 2021. 2) Announcement of the RFP’s being advertised 3) “Friends’ Book Spot” 4) 15K distribution to the MT BOC.

Adjournment – The meeting was adjourned at 6:26 PM, by unanimous consent.

Next Meeting - The next meeting will be **June 23, 2021, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.