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Manheim Township Public Library Foundation Board Meeting

Date: 07/28/2021 Time: 5:30 PM Location: Via Zoom

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

Members Not Present: All present

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, James Drumm, Manheim Township Manager, Rennae Newman, Grant Writer/Fundraiser, Katie Keane, Collection Development/ Technical Services Manager, Carol Gifford, Board of Commissioners

No public present.

Agenda – Joyce Sands, Executive Director, requested an addition to the agenda for discussion of the 10th Anniversary Event expenses. It was moved by James Adams, seconded by Rebecca Doster, and unanimously approved for the addition of this item to the agenda.

Minutes - Minutes of the June 24, 2021, meeting with one spelling correction were moved for approval by James Adams, seconded by Steve Murray, and unanimously approved.

Fundraising Report – Reported by Rennae Newman, Grant Writer/Fundraiser. The fundraising committee met on July 7, 2021, at 5:30 PM via Zoom.

Planning continues for the 10th Anniversary Fundraising Event on September 25, 2021, to be held as a hybrid event at the library, inside and outside from 10AM – 3PM. Currently there are 2 Gold Sponsors, Oregon Dairy and Sequinox, and 1 Silver Sponsor, Horst Insurance. Additional sponsors are being sought through both personal contact and letters.

To date, \$925.00 of the previously approved seed money has been spent. Rennae Newman, Grant Writer/Fundraiser is requesting an additional amount, not to exceed \$700.00, for the purpose of printing the “Save the Date” cards and postage. A motion as made by James Adams, seconded by Steve Murray, and unanimously approved.

Plans for the event are continuing as originally organized and the plans and any concerns from COVID will be addressed if necessary.

Currently there are 4 food trucks contracted by the event coordinators, MJ Squad. The contract states "rain or shine". All performers scheduled at this time would perform outdoors if required.

The event information is currently on the MTPL Website.

The committee will meet again on August 4, 2021, at 5:30 PM via Zoom.

Staff Report – Katie Keane, Collection Development and Technical Services Manager, presented a demonstration of the new Playaway Launchpads, available for circulation. The library received 15 Launchpads from the Library System of Lancaster County that were purchased with CARES Act funds. These were added to the library's existing collection. Currently there are several types of Wonderbooks Playaway products available to patrons:

Wonder Books: Print books with ready-to-play audiobook inside

Playaway Audiobooks: Audiobook devices which can be used with earphones or a carjack

Playaway Views: Movie players

Playaway Launchpads: Touchscreen tablets, loaded with games for both entertainment and educational purposes

All Playaway products are portable, handheld devices, which are preloaded with materials, and do not require or allow discs or Internet for use.

Of the 15 Launchpads purchased with CARES Act funds, 8 are for adults. They include memory-building games, non-English language learning, and one ESL title.

To this point, there have been no issues with items not being returned.

Committee Reports

Finance Report – One potential investment manager submitted a proposal for the management of and endowment fund. The Board of Commissioners does not need to approve the Foundation agreement. Discussion will continue as next steps are developed. James Adams will respond to the investment manager responding to the RFP with the Foundation Board's interest in their retention but that we are not quite ready to proceed.

One issue will be the amount needed to open the fund. Once the 2021 audit is completed, the finance committee will investigate whether any existing MTPL Foundation dollars can be legally transferred to the endowment fund.

The MTPL Foundation will be charged for the \$160.00 invoice for legal work related to LNP advertising.

Facilities Report – The MT Public Works department completed improvements with the outdoor lighting at the book drop area under the pergola.

A survey has been completed regarding what patrons might like to see in the Tell Café. Currently the Tell family has not responded. The survey will now be opened to the public and will be tabulated for presentation to the Foundation Board for future food items and purchase options.

Three (3) existing spaces are being designated as 10 minute only express parking at the front of the library. These spaces will be in operation once the slot markings and signage are completed. There will be no active enforcement of these spots, relying on the “honor” system for usage.

Personnel Report – no report

Nominating Report – no report

Executive Director’s Report- A new Credit Card system is being implemented and hopefully will be in place for the 10th Anniversary Event and Book Sale, both in September.

It was mentioned that the book sale will be occurring during Yom Kippur this year. The event had already been advertised when staff became aware of the date conflict and will make necessary adjustments to the schedule next year to avoid this conflict.

The Manheim Township 2022 budget process has started and will run through December. Joyce and other library management staff will be working on this and will keep the Foundation Board apprised as the process moves forward for the 2022 calendar year.

Joyce reported on the Board of Commissioners retreat held in late July for the purpose of discussing funding, facility, and other strategic ideas for the future. At the retreat, Joyce reported that a discussion will need to begin on the capacity versus current funding model. This is an ongoing challenge as the services provided by MTPL continues to expand. It was reported that the Library System of Lancaster County will hire a consultant to address library service areas and formulas for the distribution of state and county funding.

A library staff Inservice Day will be held on October 11, 2021. The library will be closed on this date.

“Sign Up Genius” will be used to schedule volunteers for the Book Sale in September. An email will be generated when the app is ready for use.

Old Business – No report.

New Business- “ZOOM” meetings will continue to be used for the MTPL Foundation Board monthly meetings. The board will continue to reassess in a month or two depending on the COVID situation at that time.

The Foundation Board members have been requested to review their calendars for 2022 meeting dates so that dates can be finalized at the next meeting and the Township can publish the dates as required. Pay particular attention to December 2022.

3 Points for Board of Commissioners: 1) Sponsors for the 10th Anniversary event 2) Investment Manager search update 3) Launchpad demo

Adjournment – The meeting was adjourned at 6:46 PM, by unanimous consent.

Next Meeting - The next meeting will be **August 25, 2021, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.