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Manheim Township Public Library Foundation Board Meeting

Date: 08/25/2021 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, Rennae Newman, Grant Writer/Fundraiser, Jennifer Steigelman, MT Director of Finance, Carol Gifford, Board of Commissioners

No public present.

Agenda – No additions

Minutes – A motion was made by James Adams to approve the minutes of the July 28, 2021, MT Public Library Foundation Board meeting, seconded by Steve Murray, and unanimously approved.

Finance Committee Report – to accommodate Steve Murray's schedule this evening, the Finance Committee report will be presented first.

As requested, Jennifer Steigelman, MT Director of Finance, prepared a spreadsheet of donated funds identified as available to begin an endowment fund. The fund manager will waive the endowment minimum and the finance committee has suggested our goal to start should be Fifty Thousand dollars designated toward the Endowment Fund. All documentation has been prepared to start the fund when we reach our goal.

Currently, Thirty thousand dollars has been identified as potentially available for the Endowment Fund, contingent upon donor approval. There is also Ten thousand dollars in the Foundation Fulton Account and Ten thousand dollars in the Foundation Escrow account that have been raised in previous fundraising activities. The two Ten-thousand-dollar fund accounts will stay in the current bank accounts designated for library operations.

A motion was proposed by Steve Murray to offer a choice in the Annual Appeal of donation designated toward operations or to the Endowment Fund. The motion was seconded by Rebecca Doster and unanimously approved.

In the future we will determine an appropriate method of recognition of gifts to the Endowment Fund.

Joyce Sands, MTPL Executive Director will distribute the spreadsheet of available funds to the Foundation Board.

Joyce Sands, MTPL Executive Director, reported an additional invoice in the amount of \$263.00 from LNP Media for legal advertising costs for the Endowment Fund.

Fundraising Report – Reported by Rennae Newman, Grant Writer/Fundraiser. The fundraising committee met on August 4, 2021, at 5:30 PM via Zoom.

The Annual Book Sale, presented by the Friends of the Library is scheduled for September 14-16, from 9-5 each day at the Overlook Roller Rink Building. Currently there is a need for more volunteers and suggestions were given for contact of MT organizations that might have interested volunteers. An appeal for volunteers has been sent via “Sign-Up Genius”.

The “Friends’ Book Spot” in the Tell Café has raised 4K since the space has been re-opened on June 3, 2021. Since the start of the program, which began as the “Lobby Inventory”, \$7,950.00 has been raised through this effort.

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 3 Gold Sponsors, Oregon Dairy, Weis Markets and Sequinox, and 2 Silver Sponsors, Horst Insurance, and Sheetz, and 1 Bronze Sponsor, Trout CPA. Additional sponsors are being sought through both personal contact and letters.

A committee of MT teens are organizing and creating the “Mini-golf in the Stacks” family activity during the Anniversary Celebration. There are also currently 20 various vendors for outside display and sales.

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

The event information is currently on the MTPL Website.

The committee will meet again on September 1, 2021, at 5:30 PM via Zoom.

Committee Reports

Facilities Report – no report

Personnel Report – no report

Nominating Report – no report

Executive Director's Report- Currently there are 7 new staff being trained for service at MTPL. Also, a new Passport Coordinator started on Monday, and is in the process of certification. The part-time Passport Agent position will be filled and will begin the process of certification. The Passport office will open when staff are certified.

Manheim Township Manager, James Drumm, conducted a strategic planning activity with all department heads for the purpose of discussion and prioritizing Manheim Township items for 2022. This will inform the 2022 Manheim Township budget.

The Capital Budget planning is in process and the deadline was yesterday for department heads to submit projects to the Township Manager. Twelve items for the MT Public Library were submitted and will be shared with the MTPL Foundation Board.

Also discussion has begun for the use and distribution of funds from the “American Rescue Plan Act”. Joyce will send out “wish list” to the MTPL Foundation Board for input and further suggestion.

A survey was completed for the Tell Café regarding its future. 124 responses were received. Several respondents stated that they would not use vending machines. However, the recommendation is to proceed with the installation of the hot beverage vending machine that is included in the 2021 Capital Budget to offer something for patrons using the Café. This machine will dispense a variety of coffee and tea hot beverages.

There has been no new MT Board of Commissioner decision regarding masking in MT buildings and facilities at this time.

A new age-appropriate Story Walk® will be installed along the path leading to the 9/11 Memorial in time for the MT 9/11 Memorial Event on September 11, 2021. On September 7, Police and Fire and Rescue Personnel will hold a story time for young children outside, weather permitting, with an age-appropriate story about first responders.

Old Business – No report.

New Business- “ZOOM” meetings will continue to be used for the MTPL Foundation Board monthly meetings through the end of 2021. The board will reassess at that time.

A motion was made by Rebecca Doster to schedule the MTPL Foundation Board meeting dates as per the dates included in the Executive Director's Board Report. Of the three options for the December, 2022, meeting, the second Wednesday, December 14, 2022, was chosen instead of the third or fourth Wednesday in December. The motion was seconded by Jennie Barbieri and unanimously approved.

3 Points for Board of Commissioners: 1) Annual Appeal Endowment Fund donation option 2) Book Spot dollars 3) Story Walk® insert and book discussion with police and fire personnel.

Adjournment – The meeting was adjourned at 6:41 PM, by unanimous consent.

Next Meeting - The next meeting will be **September 22, 2021, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.