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Manheim Township Public Library Foundation Board Meeting

Date: 11/17/2021

*Time: 5:32 PM Location: Via Live at the Morgan Center of
MTPL and Zoom*

Meeting called to order at 5:33 PM by Susan Dyson Harkleroad, with Roll call and Agenda Review.

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

Members Not Present: Stephen Murray

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Karin Rezendes, newly promoted Assistant Director

No public present.

Agenda – No additions

Minutes – A motion was made by James Adams to approve the minutes of the October 27, 2021, MT Public Library Foundation Board meeting, seconded by Susan Dyson Harkleroad, and unanimously approved.

Fundraising Report – Reported by Joyce Sands. An email blast was sent regarding the Extraordinary Give event scheduled for November 19, 2021, describing the new giving categories for this fundraising effort. A goal has been set for 20K through the annual online event.

The annual appeal letter has been prepared and will be mailed, also outlining the three donation categories, approved at the October meeting of the MTPL Foundation Board. Jennifer Steigelman will create an escrow account for donations designated for the endowment fund until the appointed investment manager begins work with the account. A meeting will be held with the donor of the previously donated Thirty thousand dollars total to explore whether this donation will be placed in the endowment fund.

Committee Reports

Finance Committee Report – no report

Facilities Report – Susan Dyson Harkleroad, Rennae Neuman, Grant Writer/Fundraiser, Janet Bailey, Operations Manager, Joyce Sands, Executive Director, and James Drumm, Manheim

Township Manager, met to discuss changes in the Tell Café. More shelving will be brought up from the basement; a new beverage vending machine will be installed upon delivery; a water bottle filling station will be installed as well. The wall TV will be removed. The MT Public Works department will install some improved lighting and will reconfigure seating. The Friends' Book Spot has been very successful in creating a funding stream for the library and these enhancements will further improve the area.

Water has been discovered in the basement today. After a first look from Public Works, the source had not been identified. Further investigation will be needed, and the outcome will be reported at the next meeting of the MTPL Foundation Board.

Personnel Report – no report

Nominating Report – no report

Executive Director's Report-

Karin Rezendes has been promoted to the new Assistant Director position. Her duties will pick up some of what Janet Bailey performed as Operations Manager, and the newly hired Administrative Assistant will perform some of the remaining functions. The Youth Services Manager position will now be advertised to replace Karin's former position.

Old Business – No report.

New Business- The request for State Aid and Waiver of Standards has been completed. This year, the Office of Commonwealth Libraries is requiring library boards to approve the Plan, which I included in the board mailing and added to the agenda. A motion for approval was made by James Adams, seconded by Diana Reeves, and approved unanimously.

The meetings of the MTPL Foundation Board will now be conducted live in the Morgan Center of the library with a continued option for attendance via Zoom, with the caveat that at least one Board member must attend in-person and a quorum of Foundation Board members must be present, which can include both those attending in-person and via Zoom for a meeting to commence.

3 Points for Board of Commissioners: 1) The appointment of the new Assistant Director 2) Jill Wagner from the Library System of Lancaster County (LSLC) used the Children's Discovery Patio for a small reception to celebrate the publication of the Teen SummerZine. Teens from all over the county met virtually over the summer for writing workshops, and LSLC compiled their writing into a zine. 3) The Friends of the Manheim Township Public Library authorized the transfer of Twenty-five thousand dollars in proceeds from The Friends' Book Spot and the Annual Book Sale.

Adjournment – The meeting was adjourned at 6:34 PM, by unanimous consent.

Next Meeting - The next meeting will be **December 15, 2021, at 5:30 PM**. The meeting will be held in the Morgan Center in the library. "Zoom" participation by members will be an option but at least one Board member must be present in-person.

Recorded by Rebecca Doster.