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MTPL Foundation Board  
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*Stephen Murray - Treasurer*  
*Rebecca Doster - Secretary*  
*Jennie Barbieri*  
*Diana Reeves*  
*James Adams*  
*Lois Morgan - Ex Officio*

## **Manheim Township Public Library Foundation Board Meeting**

**Date:** 12/15/2021      **Time:** 5:37 PM      **Location:** *Via Live at the Morgan Center of MTPL and Zoom*

Meeting called to order at 5:37 PM by Laura Slaymaker, with Roll call and Agenda Review.

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

**Members Not Present:** All present

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

**No public present.**

**Agenda – No additions**

**Minutes** – A motion was made by James Adams to approve the minutes of the November 17, 2021, MT Public Library Foundation Board meeting, seconded by Susan Dyson, and unanimously approved.

**Fundraising Report** – Reported by Rennae Newman, Grantwriter/Fundraiser. While the final numbers for “The Extraordinary Give”, 2021, will not be finalized until January, currently MTPL has 182 donations totaling \$16,960.00. Due to the processing fees of the donations, the payout currently is \$16,854.69. The figures also do not include any prize or matching monies that may be coming to MTPL.

Preliminary contributions of the 2021 Annual Appeal number 78 donations, totaling \$20,545.00. This total is from approximately 3 weeks of the donation period. Donations received designated for “where dollars are needed most” will be reviewed with staff for recommendations for the use of those dollars. We were reminded that dollars do come in throughout the year for the Annual Appeal, although the majority is received during the early weeks of the campaign.

## **Committee Reports**

**Finance Committee Report** – The committee reports \$60K + in the MTPL Escrow account. There will be no transfer to Manheim Township from this account at this time. A motion was made by Steve Murray, seconded by Rebecca Doster to transfer Twenty-five thousand dollars from the MTPL checking account to Manheim Township. The motion was unanimously approved. It was noted that the dollars from “Extraordinary Give” have not yet been deposited.

A Thirty-thousand dollar donation from a donor in 2020, and a Ten-thousand dollar donation from 2021, will be transferred to the MTPL Endowment Fund. A memo will be prepared and signed by the MTPL Foundation Board President, the MTPL Foundation Board Treasurer, and the Manheim Township Manager/Secretary, and presented to the donor for signature approving the transfer of these donations to the Endowment Fund.

Janet Bailey, Operations Manager, reported the completion of the 2020 Audit of The Manheim Township Public Library Foundation.

**Facilities Report** – Recently water and some mold were discovered on the perimeter of exterior basement wall. Janet Bailey, Operations Manager, acted quickly to minimize any damage. The MT Public Works department assessed the situation and took preliminary steps of mitigation, i.e. movement of items from walls. Further action is planned to include elevating items off the floors onto pallets. The Public Works department will arrange to retest for air quality changes. The outcome of the air quality tests will determine further mitigation/repair.

At this time, the MTPL Foundation Board expressed thanks and gratitude to Janet Bailey, who will be retiring as Operations Manager the end of 2021. She served the library, staff and all patrons in an exemplary fashion over many years. We wish her a well-deserved and happy retirement.

**Personnel Report** – no report

**Nominating Report** – no report

**Executive Director’s Report** – Joyce Sands, Executive Director

The State will be distributing American Recovery Plan Act funds to the Library System of Lancaster County, totaling about \$145K. The current plan must be submitted to and approved by the State. A portion of the funds will be used to purchase OverDrive titles and the remainder is to be distributed to county libraries to build their collections, with a focus on underserved populations. Updates will be made once the plan is approved.

The former Adult Services Manager, Karyn Beltle, has been appointed Youth Services Manager. Recruitment is underway to fill the now vacant Adult Services Manager position.

New Passport Agent Elaine Holehan’s first day was 11/15/2021. She has completed passport training and began serving as Passport Agent on 11/15/2021. With her addition to staff, the appointment hours have been expanded to include weekday mornings.

Virginia Border began serving as Administrative Assistant on 11/29, receiving training from both Janet Bailey, Operations Manager and personnel from the MT Finance Department.

**Old Business** – No report.

**New Business** – No new items

**3 Points for Board of Commissioners:** 1) Transfer of \$25K to Manheim Township 2) Donation updates from “Extraordinary Give” and the Annual Appeal 3) The appreciation of the MTPL Foundation Board of the years of service of Janet Bailey, Operations Manager

**Adjournment** – The meeting was adjourned at 6:19 PM, by unanimous consent.

**Next Meeting** - The next meeting will be **January 26, 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.