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

**Date:** 03/23/2022      **Time:** 5:30 PM      **Location:** *Via Live at the Morgan Center of MTPL and Zoom*

Meeting called to order at 5:32 PM by Laura Slaymaker, with Roll call and Agenda Review.

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

**Staff Members Present:** Joyce Sands, Executive Director, Karin Rezendes, Assistant Director, Rennae Newman, Grant Writer/Fundraiser, Virginia Border, Administrative Assistant, Jennifer Steigelman, Manheim Township Director of Finance, Commissioner Barry Kauffman, MTPL liaison.

**No public present.**

**Agenda –** No additions or amendments

**Minutes** – A motion was made by Susan Dyson to approve the minutes of the February 23, 2022, MT Public Library Foundation Board meeting, seconded by Diana Reeves, and unanimously approved.

**Book Spot Report** – Reported by Nathan Buckwalter. Nathan has been a volunteer with MTPL since 2010. Highlights of his report included that they are bringing in more dollars under the “donation” system as opposed to the previous sale model that required pricing of individual books.

The “comfy chairs” have been removed from the Book Spot and that has allowed room for more shelving for more book inventory.

The Book Spot is a very important and successful fundraising program for MTPL. The MTPL Foundation Board expressed gratitude and thanks for the hard and dedicated work of these volunteers.

**Fundraising Report** Reported by Rennae Newman, Grantwriter/Fundraiser.

In approaching sponsors/donors for upcoming fundraising efforts this year, the Library is using the following strategy to include as many local businesses and donors as possible, spread out over 3 events. The ultimate goal will be to move to an Annual Sponsorship Package in future years to provide a more stable funding stream for the Library.

**Pop Up Silent Auction! (June 13-15, 2022)** – Focus on independent businesses, small local businesses and artisans to provide in-kind contributions. Rennae will reach out to those that are not current monetary sponsors, as opposed to our in-kind sponsors of the past.

**Summer Reading Celebration (August 13, 2022)** – Focus on monetary sponsors to both support this community event but also earn additional monies for the Library. The business leads include those that have financially supported the organization in the past as well as new monetary sponsors. This event is in partnership with the Foundation as many larger corporate sponsors and monetary sponsors require an EIN number from a 501(c)(3) organization to qualify.

**Friends' of the Manheim Township Public Library Annual Book Sale (September 13-15, 2022)** – (First year offering sponsorships) Focus on new business relationships, small local businesses and entrepreneurs with sponsorship levels at smaller dollar amounts.

Applications for two grants, the Walmart Local Community Grant, and the Dollar General Literacy Foundation Grant, will be submitted. The MTPL Foundation Board will take action to approve the funds if the grants are successful.

The MTPL Foundation Board is asked to bring any leads of potential sponsors to Rennae.

### **Committee Reports**

**Finance Committee Report** – A discussion was led by Jennifer Steigelman, MT Director of Finance regarding the accounting process involved with multi-year gifts, specifically the Pulkrabek donation, where a portion of the proceeds will not be spent in a single year. There may be the necessity of a “sub-recipient report” being created. The discussion will continue at upcoming Subcommittee meetings.

**Facilities Report** – Pallets have been ordered so boxes of donated books can be elevated off the basement floor to prevent growth of mold.

The hot beverage vending machine has been delivered. Joyce Sands, Library Director, will meet with Public Works to revisit the plan and timeline for installation.

**Personnel, Compensation and Benefits** - no report

**Nominating** - no report

### **Subcommittee Reports** -

The Pulkrabek Fund Subcommittee will meet on March 30, 2022, at 4:30 PM via Zoom.

The Endowment Fund Subcommittee will meet on March 28, 2022, at 11:00 AM in the Silo of MTPL. Discussion will continue regarding accounting procedure for the fund.

**Director of the Library Report** – Joyce Sands, Library Director reported The Manheim Township School District is applying for a PA Smart Grant to provide STEM and computer science education and training to students in kindergarten through 4<sup>th</sup> grade. They have invited MTPL to partner with

them. Library staff met with School District staff on 3/14 to brainstorm ideas. The School District will submit the grant application and serve as financial agent. The Library provided a letter of support.

Manheim Township Public Library recently became a member of Pennsylvania Library Association whose mission is: *The Pennsylvania Library Association strengthens Pennsylvania's libraries through advocacy, education, and leadership. We foster innovation and collaboration, nurture library leaders, and promote the value of libraries.*

MTPL has added its fourth of five silver stars as part of the PA Forward® Star Program, an initiative of PALA, and is on its way to achieving gold star status.

Other highlighted items are found in the Library Director's report.

**Old Business** – No report.

**New Business** – No report.

**3 Points for Board of Commissioners:** 1) Sponsorships/Pop Up Auction 2) Grant Application of MTSD 3) Book Spot report

**Adjournment** – The meeting was adjourned at 6:59 PM, by unanimous consent.

**Next Meeting** - The next meeting will be **April 27, 2022, 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.