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Manheim Township Public Library Foundation Board Meeting

Date: 04/27/2022 **Time:** 5:30 PM **Location:** *Via Live at the Morgan Center of MTPL and Zoom*

Meeting called to order at 5:30 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, Katie Basile, Adult Services Manager, Commissioner Barry Kauffman, MTPL liaison.

No public present.

Agenda – No additions or amendments

Minutes – A motion was made by Jennie Barbieri to approve the minutes of the March 23, 2022, MT Public Library Foundation Board meeting, seconded by Stephen Murray, and unanimously approved.

Fundraising Report Reported by Rennae Newman, Grantwriter/Fundraiser. Thirty-seven book bundles were purchased during the Book Buzz event. The books included were evaluated with consideration of the donated inventory, condition and types.

An email blast went out today advertising the Pop-Up Silent Auction to be held June 13-25. An online form is available for additional donors. Donated items should be dropped off at the library by May 20, for early display although items can be received after that date. Currently over 20 items have been pledged for the event with the hope of more to come.

Summer Reading Celebration (August 13, 2022) – This event will have higher level sponsorships. There is no \$100 level. A \$750 level has been added. If someone wants a \$100 sponsorship, they can sponsor the Annual Book Sale.

Annual Book Sale – The law firm of Barley Snyder has become a Platinum Sponsor of the Annual Book Sale. All four levels of sponsorships are open and are actively being solicited.

There is a receptacle in the Book Spot for the purpose of donating a small number of items to the library, available during regular library hours. Larger quantities of donations, in bags or boxes should be dropped off on Tuesdays or Fridays, 9-11AM, when volunteers are available to accept and assist with those items.

Committee Reports

Finance Committee – No report

Facilities Committee – No report

Personnel, Compensation and Benefits Committee- no report

Nominating Committee- no report

Subcommittee Reports -

The Pulkrabek Fund Subcommittee continues event planning for the Pulkrabek Enrichment Series. The committee has been updating Ross Kulkabek of our progress. We will be inviting him to officially open the series at the Nature Day scheduled at the library on August 13, 2022, as part of the Summer Reading Celebration event.

Additional discussion regarding availability of story tellers and movie night set up for those events involved the MTPL Foundation Board as a whole.

Joyce Sands, Executive Director of the MTPL Foundation Board, on behalf of the Pulkrabek Subcommittee, submitted a process and procedure for accounting of the Pulkrabek Funds to Jennifer Steigelman, MT Director of Finance. The accounting of the programming funds will be handled internally by appropriate library staff until the funds are exhausted. As of this meeting time, a response had not been received although it is our hope it will be acceptable to proceed.

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

The Endowment Fund Subcommittee met on April 25, 2022, at 11:00 AM in the Silo of MTPL. Discussions continue for strategies and creating the materials needed to promote and the growth of the fund. The plan is to move forward with a 1-2 year strategy and begin to produce the marketing materials for presentation opportunities. The materials will be vetted by an attorney with experience in Endowment Fund verbiage and legalities before donors are contacted.

The next meeting of the Endowment Fund Subcommittee will be May 23, 2022, at 11:00 AM in the Silo at MTPL.

Director of the Library Report Highlights – Joyce Sands, Library Director, discussed with Richard Kane, Manheim Township Manager, the need for approval to have a contractor move ahead with the full Tell Café project, now that the Public Works Department has determined they do not have the capacity to perform the work. Due to the scope of the project, the appropriate approvals as well as the identification of additional funding sources are necessary as it is an unbudgeted expense. He approved proceeding with the project and he will identify the funds to be used.

Katy Basile, Adult Services Manager announced a roaming reference service to increase awareness and utilization of the core library services. A Reference Service and Customer Service Policy have been drafted for submission to the Township for legal review.

The library is partnering with the Police Department to offer two programs, one on fraud prevention and another on car seat safety.

The Adult Services Manager, Katy Basile will attend the Sustainability Advisory Committee meeting in May to learn about their upcoming activities and to look for ways to partner.

A book was the subject of a recent request for reconsideration by a patron. The review was conducted in accordance with policy, and the patron will be informed of the decision to keep the book in the collection in its current location. If the patron chooses, they may appeal the decision to the MTPL Foundation Board.

Old Business – No report.

New Business – Following are the “Available to Grant” amounts from the Lancaster County Community Foundation for the following accounts:

- MTPL – Jay Frey Endowment Fund: \$1,069.52
- MTPL Endowment – Agency: \$733.47
- MTPL Fund – Designated: \$5,171.89

The MTPL Foundation Board will move to accept these funds and to move them to the appropriate accounts for distribution at the June meeting.

3 Points for Board of Commissioners: 1) success of the Book Buzz event and status from new donation model 2) record Passport revenue 3) Volunteer search

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

Next Meeting - The next meeting will be **May 25, 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.