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Manheim Township Public Library Foundation Board Meeting

Date: 05/25/2022 **Time:** 5:30 PM **Location:** *Via Live at the Morgan Center of MTPL and Zoom*

Meeting called to order at 5:30 PM by Susan Dyson, with Roll call and Agenda Review.

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

Members Not Present: Laura Slaymaker

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.

Minutes – An amendment to the minutes regarding clarification of the number of the items accepted in the donation receptacle of the Book Spot was suggested. Items in bags or boxes should be donated on days when volunteers are available for assistance. A motion to approve the minutes of the April 27, 2022, meeting of the MTPLFB including the amendment was made by Diana Reeves, seconded by Rebecca Doster, and unanimously approved.

Fundraising Report Reported by Rennae Newman, Grant Writer/Fundraiser. Currently 55 items have been received for the Pop-Up Silent Auction beginning June 13, 2022. More items will be accepted. By next week, the Bid number requests will appear on the MTPL website and be available at the circulation desk. The Auction ends on June 24, 2022.

A flyer was distributed to the MTPLFB members containing Sponsorship Opportunities for the Summer Reading Celebration. The goal will be to include this form on the MTPL website.

Summer Reading Celebration (August 13, 2022) – A schedule for the Summer Reading activities was distributed to the Foundation Board members.

The MTPLFB will receive a Google form for the purpose of brainstorming contacts that may be sponsors for the upcoming events. Rennae will collect and add to her contact list.

Committee Reports

Subcommittee Reports

Pulkrabek Enrichment Series- Planning continues for the approved events in the series. The first event will be a nature walk and talk in tandem with the Reading Celebration at the library on August 13, 2022. "Fire in the Glen" will be the headliner for a Music Festival scheduled for February 23, 2023. A contract will be sent to Joyce Sands, Director of the Library. Joyce Sands will also be receiving a contract with Theater of the Seventh Sister for an event to be held in early spring of 2023. This will be a performance with opportunity for audience participation.

At this time, the subcommittee has agreed to table the idea of a movie night and discussion. At this time we may not have the logistical resources to hold this type of event and will continue discussion for a later date.

The subcommittee will meet on Wednesday, June 15, 2022, at 4:30 PM, via Zoom.

Endowment Fund update- With approval for the transfer of funds from the Endowment Escrow Account to the Endowment Fund, the investment manager will be notified and the paperwork for fund management will commence. The subcommittee will work on verbiage for the purpose of marketing the Endowment Fund donor opportunity. Any materials for publication, either for direct mail appeal or website, will be vetted by an attorney for legal accuracy in promoting an Endowment Fund.

The subcommittee will meet on Monday, June 27, 2022, at 11:00AM in the MTPL Silo.

Finance Committee – The Lancaster County Community Foundation has made available funds to the Manheim Township Public Library for distribution, Motions for the distribution of these funds are as follows:

- Rebecca Doster moved to take distribution of \$1,069.52 from the Lancaster County Community Foundation from the Manheim Township Public Library – Jay R. Frey Endowment Fund account for the purpose of operations. The motion was seconded by James Adams and passed unanimously.
- James Adams moved to take distribution of \$733.47 from the Lancaster County Community Foundation from the Manheim Township Public Library Endowment – Agency account for the purpose of operations. The motion was seconded by Steve Murray and passed unanimously.
- James Adams moved to take distribution of \$5,171.89 from the Lancaster County Community Foundation from the Manheim Township Public Library Fund – Designated account for the purpose of operations. The motion was seconded by Steve Murray and passed unanimously.

- Rebecca Doster moved to transfer \$18,000.00 from the Manheim Township Public Library Foundation checking account to Manheim Township Public Library general fund for operations. The motion was seconded by Steve Murray and passed unanimously.
- Steve Murray moved to transfer \$7,000.00 from the Manheim Township Public Library Foundation escrow account to Manheim Township Public Library general fund for operations. The motion was seconded by Susan Dyson and passed unanimously.
- Rebecca Doster moved to move \$10,000.00 of the Pulkrabek donation from the Manheim Township Public Library Foundation escrow account to the Manheim Township Public Library Foundation endowment escrow account. The motion was seconded by James Adams and passed unanimously.
- James Adams moved to keep the remaining \$5,750.00 of the Pulkrabek donation in the Manheim Township Public Library Foundation escrow account to be used for an annual Pulkrabek Enrichment Series and a Yard Game collection, until the funds are fully expended. The motion was seconded by Steve Murray and passed unanimously.
- Rebecca Doster moved to transfer \$53,350.00, including \$10,000.00 of the Pulkrabek donation, from the Manheim Township Public Library Foundation endowment escrow account to the newly created endowment account managed by Montag & Caldwell, LLC. The motion was seconded by James Adams and passed unanimously.
- Steve Murray moved the expenditure of Pulkrakek funds in the Manheim Township Public Library Foundation Escrow Account in support of annual programming and collections. James Adams seconded the motion and passed unanimously.

Facilities Committee – The library and Public Works staff met on April 22, 2022, to discuss the status of the Tell Café project. MT Manager, Rick Kane, approved the expenditure of funds for a contractor for this project. We are waiting for the contractor to schedule the job.

A question was raised regarding umbrellas that were used in the past at the outside seating area in front of the library. They are not being used at this time due to the heaviness and cumbersome weight of the umbrellas.

A work order was given to the Public Works Department for weed clean-up before the summer reading program commences.

Personnel, Compensation and Benefits Committee- no report

Nominating Committee- no report

Director of the Library Report Highlights – Air quality tests taken from the basement after mitigation of the mold issue were reviewed by Public Works Assistant Director Bill Sauers. Based on the results, no further remediation is necessary.

Staff is working with a vendor on the installation of protective barriers at the public service desks. This is an ARPA funded project.

Book sale volunteers have requested better lighting in the basement where they work. Public Works has been asked to look at options for improved lighting of the bookshelf area. This has not been resolved as yet.

MTPLF is the recipient of a \$10,000.00 contribution from Orrstown Bank through the Educational Improvement Tax Credit (EITC) Program. Funds received in 2022 will be expended during the 2022-2023 school year and the 2023 Summer Reading Program.

Assistant Director, Karin Rezendes, submitted grant applications to the Dollar General Foundation and the Nora Roberts Foundations for the purpose of funding collections.

The library was awarded its fifth and final silver star and is working on its gold star in the PA Forward® Star Library Program. Assistant Director, Karin Rezendes is managing this initiative.

Old Business – No report.

New Business – No new business

3 Points for Board of Commissioners: 1) PA Forward® Star Library Program 5th silver star designation 2) Endowment Fund dollars to the Investment Manager in Atlanta 3) 55 items for the Pop-Up Silent Auction 4) MTPLF contribution dollars to Manheim Township Public Library general fund for operations.

Adjournment – The meeting was adjourned at 6:50 PM, by unanimous consent.

Next Meeting - The next meeting will be **June 22, 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.