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

**Date:** 08/24/2022    **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:** James Adams, Jennie Barbieri, Susan Dyson, Rebecca Doster, Laura Slaymaker, Diana Reeves, Steve Murray.

**Members not Present:** All present

**Staff Members Present:** Joyce Sands, Library Director; Karin Rezendes, Assistant Director; Rennae Newman, Grant Writer/Fundraiser; Virginia Border, Administrative Assistant, Barry Kauffman, BOC Liaison

**Public Comment-** No public present

**Agenda:** No additions or amendments

**July 2022 Meeting Minutes** - Motion to approve by Susan Dyson, seconded by Jennie Barbieri, and unanimously voted to approve.

**Special Guest Presentation** – Karla Trout, Executive Director of the Library System of Lancaster County, attended to present information and the process regarding a new comprehensive plan for the Library System of Lancaster County and the Lancaster Library District. A consultant will be hired to complete a comprehensive review of member library service areas, considering shifts in population and patron usage since the service area map was drawn in 1987. Population data will be provided in cooperation with the Lancaster County Planning Department. The final plan will propose goals and objectives regarding library development, equity of access, facilities, technology, acquisitions and cataloging operations, outreach, training, services, succession planning, fund development options, and a review of the existing LSLC, state, and county library funding formulas. Data from the last several years was shared and subsequently, the MTPLFB has strongly encouraged a serious review of the funding formulas based on our patron numbers, usage, and circulation.

A Request for Proposal has been prepared for a Planning Consultant.

Executive Director Trout has offered to visit the MTPLFB meetings periodically for updates.

**Fundraising Report** – The Summer Reading Celebration drew 191 participants to the Silent Auction and 130 families participated in the Scavenger Hunt. The introduction of the Pulkrabek Yard Games Collection was successful and a few of the items were lent at the event. Planning has begun for the 2023 event, also to be held in August.

The first draft for the Annual Appeal letter is being prepared. The plan is to feature a family and their experience with our library services. This appeal will be for the Operations budget only this year.

The Annual Book Sale will be held at the Overlook Activities Center on September 13 through 15. The goal of the sponsorship requests this year was to cover the cost of the table rentals necessary for the sale and that goal has been reached. The MTPLFB was also reminded that all book sale activities, Book Sale, Book Spot, and Amazon sales share the same pool of book donations, making it important to encourage book donation throughout the year.

## **Committee Reports**

### **Pulkrabek Committee**

Nature Walk- The Nature Walk must be rescheduled due to a scheduling conflict with the coordinator of that event. The new date will be publicized as soon as confirmed.

StoryWalk® book, “The Lost Words” will be featured through mid-October.

February 22<sup>nd</sup> Event- Along with the previously announced “Fire in the Glen” concert, The Paloma School of Irish Dance will give a dance demonstration by current students prior to the concert, also in the Morgan Center. The specific times for this event will be publicized on the website and social media.

April Event- The Theater of the Seventh Sister program will be presented in the Morgan Center on April 1, 2023, in the early evening. The group will use the Morgan Center for rehearsal and the time of the event will be announced on the website and social media.

Next meeting Wednesday, September 28 @ 4:30 PM, prior to the MTPLFB meeting.

### **Endowment Committee**

The Endowment dollars will be transferred to the Investment Manager. A policy will be created regarding how often funds earmarked for the Endowment Fund will be transferred to the account being managed. A suggested policy will be discussed at the next subcommittee meeting and presented to the full MTPLFB at their September meeting.

A final draft of the promotional letter for the Growth of the Endowment Fund will be presented at the September meeting of the Endowment Committee for approval and to the MTPLFB Board at their September meeting for their approval. From there the document will be vetted for language by an attorney for MTPLFB, and next by the Township Solicitor. The document will then be sent to Declan Murphy, MT Communications Specialist, for final design.

Next meeting Monday, September 19, 11:00 AM, in the Silo.

**Orientation Subcommittee** – James Adams will chair this committee and begin review of the Orientation Program he prepared previously. The purpose of the program will be to inform and educate new members of the MTPLFB of the purpose of the Foundation Board, the financial accounts and library funding.

### **Committee Reports**

Finance- no report

Facilities- refer to the Library Director's Report

Personnel, Compensation and Benefits- no report

Nominating- no report

### **Library Director's Report – Highlights**

The construction and revisions to the Tell Café began on 08/22. The work should be completed in 1-2 weeks.

A Department Head/Board of Commissioners retreat will be held on September 15<sup>th</sup>, 8:30 AM – 4:00 PM, at Calvary Church. The 2023 budget will be discussed.

Capital Improvement Projects (CIP) have been submitted to the Township for consideration in the 2023 budget. An item, the Installation of 14 additional parking spaces, carried over from previous budgets has been suggested by the MTPLFB to be prioritized with the BOC.

The library's *Collection Development Policy, Request for Reconsideration of Library Materials Procedure, and Request for Reconsideration of Library Materials* form has been revised and submitted to the Township Manager for review by the Township Solicitor.

Three area libraries responded to Joyce Sands request for information regarding how auctions receive payment for items. None of the respondents use online bidding. More information will be shared when there are more responses.

Library Director Joyce Sands reported that there has been discussion at Directors Council about eliminating fines for overdue items across county libraries. At this time, it is not our recommendation that we do away with the current fine structure because it is a budgeted revenue item and its elimination, without a plan for replacing the revenue, would negatively impact library operations. This is a topic that can be revisited when the Library System revises its formulas for the distribution of State and County funds.

The complete Library Director's Report is included with MTPL Foundation Board members' meeting materials.

**Old Business** – no report

**New Business** – no New Business

**Four Points for the Board of Commissioners**

- 1) Prioritize 14 additional parking spaces in the 2023 budget
- 2) Karla Trout, Executive Director, Library System of Lancaster County visit with the MTPLFB
- 3) Endowment Fund with Investment Manager
- 4) Increase in funding anticipated from State

Meeting adjourned at 7:02 PM

**Next Meeting**-The next meeting will be held **September 28, 2022, at 5:30PM**. The meeting will be held in the Morgan Center in the Library. Zoom participation is an option so long as there is one Board member present in person.

Recorded by Rebecca Doster