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Manheim Township Public Library Foundation Board Meeting

Date: 09/28/2022 **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.

Members not Present: Stephen Murray

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

August 2022 Meeting Minutes - Motion to approve by James Adams, with the spelling correction of Virginia Border from Virginia Broder, seconded by Susan Dyson, and unanimously voted to approve.

Fundraising Report – The first draft for the Annual Appeal letter has been prepared and will be sent for mailing tomorrow. The appeal this year will come from the Manheim Township Public Library Foundation Board with our logo. The letter format will be the same as prior years.

MTPL will be participating in the Extraordinary Give Campaign for 2022 and the date is November 18, 2022. More information will appear on the MTPL website.

The library has 845 donors residing in Manheim Township. We do not solicit outside of the Manheim Township service area, except to past donors who reside outside Manheim Township. This is as general agreement of all the libraries in the county service areas. It has been suggested by the MTPL Foundation Board and MTPL staff alike, that there is a need to develop a plan to increase mailing and appeals in targeted areas of Manheim Township.

Friends of MTPL Book Sale – Proceeds of the Book Sale reached a record this year of twenty-seven thousand dollars. Included in this total are \$300.00 in the donation boxes at the cashier stations. The first day of the sale was the largest day in the history of the Book Sale. The designated children's day was also a great success, especially with "Cylo" from the Barnstormers visiting and participating with the children as they read their books.

Committee Reports

Facilities – The contractor completed work on the Tell Café on September 1. Public Works has several tasks to complete, and the MT Food Services Manager is working to resolve a supply issue before the hot beverage machine can be put into service. The food vending machine is on back order.

Room rentals, managed by Karin Rezendes, have picked up this year after the limitations from COVID. Plans are underway to promote the service.

Joyce Sands was asked to speak with the Public Works Department regarding some recently noticed rust/staining on the outside of the silo.

Pulkabek Committee – Planning details continue for the next program in February, featuring "Fire In the Glen" and students from the Paloma School of Irish Dance.

Next meeting Wednesday, January 25 @ 5:00 PM, prior to the MTPLFB meeting.

Endowment Committee

A final draft of the promotional letter for the growth of the Endowment Fund was presented by the Endowment Committee for approval. A suggestion was made for a clarification of sentence structure in the "Meet Our Investment Manager" paragraph. A motion to approve the draft with the clarification was made by James Adams, seconded by Jennie Barbieri and unanimously approved. It was suggested that the draft be presented to both the MT Director of Finance and the MT Manager for informational purposes. The document will then be sent to Declan Murphy, MT Communications Specialist, for final design.

Orientation Committee – James Adams distributed a copy of his new MTPL Foundation Board Member Orientation outline as suggested format when new board members are appointed.

Committee Reports

Finance- no report

Personnel, Compensation and Benefits- no report

Nominating- no report

Library Director's Report – Highlights – Director of MTPL, Joyce Sands reported a correction to the report provided by Karla Trout at the MTPL Foundation Board August meeting. We are the busiest library in the Lancaster County Library System. It had been reported that we are the second busiest library.

A letter will be discussed and prepared to be sent by the Manheim Township Board of Commissioners urging the Library System of Lancaster County to act as quickly as possible in studying the funding formula.

A discussion was held regarding the request for 14 additional parking spaces. Joyce Sands suggested that the additional parking spaces need to be held in a bigger budget context of library services and patron use. The discussion will continue.

It has been determined that the Treasurer of the Manheim Township Public Library Foundation Board needs to be bonded. This would be covered by a liability policy for MTPLFB.

The full Library Director's report is attached to the MTPL Foundation Board materials.

Old Business – A motion was made by Rebecca Doster, seconded by Susan Dyson, to approve the Endowment Fund Transfer Policy. The motion passed unanimously.

New Business – The Endowment Committee has requested that reference of restricted gifts to the Endowment Fund be removed at this time. The Endowment Fund does not have a financial mechanism to receive restricted gifts currently. The MTPLFB will vote on this revision at the October meeting.

Three Points for the Board of Commissioners

- 1) The continuing success of the Passport Agency
- 2) Report of the success of the Friends' Book Sale
- 3) Compliments from the MTPLFB to Declan Murphy, MT Communications Specialist, for his work on promoting the MTPL and their events.

Meeting adjourned at 6:47 PM

Next Meeting-The next meeting will be held **October 26, 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