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Diana Reeves
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Manheim Township Public Library Foundation Board Meeting

Date: 10/26/2022 **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: James Adams, Jennie Barbieri, Susan Dyson, Rebecca Doster, Stephen Murray, Diana Reeves.

Members not Present: Laura Slaymaker, Barry Kauffman, BOC Liaison

Staff Members Present: Joyce Sands, Library Director; Karin Rezendes, Assistant Director; Rennae Newman, Grant Writer/Fundraiser; Virginia Border, Administrative Assistant, Alli Salimbeni, Technology/Circulation Manager.

Public Comment- No public present

Agenda: No additions

September 2022 Meeting Minutes - Motion to approve by Stephen Murray, with the correction of three, not four points for the Commissioners and amending Sub Committee designation to Committee designation, seconded by Diana Reeves, and unanimously voted to approve.

Meet Staff – Alli Salimbeni, Technology and Circulation Manager. Alli joined the staff in 2017 and rose to her current position in 2019. Alli was largely responsible for creating the many online programming options during the Covid shutdown. She also has brought experience in staff training from her work with the Training Librarian at the Library System of Lancaster County. Currently she is presenting and coordinating the technology training programs for patrons. As well as keeping our website up to date and exciting, Alli also works in our Passport Agency.

Fundraising Report – In the two weeks since the Annual Appeal letter was mailed, \$4,120 has been deposited. The letter was mailed earlier this year than in previous years. It is important to note that Annual Appeal donations, while the majority is received through year's end, will come in throughout the year. Annual Appeal donations can be received through a Credit Card link.

The Extraordinary Give event is November 18, 2022. This year the “stretch pool” dollars will be allocated by the number of individual donors of each organization. Donation totals for this fundraising effort will not be received until January. Additional information about the Extraordinary Give event can be found on the MTPL Website, as well as posters, yard signs at our entrances, as well as small flyers in the library.

Committee Reports

Executive Committee – no report

Finance Committee – Stephen Murray recommended our end of year transfer of contribution to the MT general fund for library operations to be \$30,000. A motion to transfer from the MTPLFB escrow account to the MT General Fund for library operations will be presented at the November 2022 MTPLFB meeting.

The Pennsylvania Public Library Code requires that the Board Treasurer be bonded. The Horst Insurance Group has learned that this can be satisfied by a Commercial Crime Coverage policy. The coverage will also include all Foundation Board members. The annual premium will be charged to the MTPLF escrow account. A **Motion** to approve participating in the Board Commercial Crime Coverage was made by Rebecca Doster, seconded by Stephen Murray and unanimously approved.

Facilities– no report

Pulkrabek Committee – no report

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

Endowment Committee - a meeting will be arranged with committee members and Declan Murphy, MT Communications Specialist, to begin design of the first Endowment promotional materials.

A **Motion** to remove reference to restricted gifts from the Endowment Fund Policy was made by Rebecca Doster, seconded by Stephen Murray, and approved unanimously.

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 that the hot beverage machine, located in the Tell Café, has all necessary supplies and is now operational. The food vending machine is still on back order.

The Collection Development Policy, Request for Reconsideration of Library Materials form, and Request for Reconsideration of Library Materials Procedure have been revised and submitted to the Township for legal review. Copies of the draft documents are included with the Board mailing.

Application and Plan for the Use of State Aid must be submitted annually to the Office of Commonwealth Libraries. A copy of the application was included in the board mailing. A **Motion** to approve the application for submission was made by Stephan Murray, seconded by James Adams and unanimously approved.

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

Old Business – no report

New Business –

- Collection Development Policy DRAFT
- Plan for Use of State Aid – **Motion**

Three Points for the Board of Commissioners

- 1) \$30,000.00 transfer to Manheim Township
- 2) State Aid Application submission
- 3) Reminder of Extraordinary Give Event on 11/18/2022.

Meeting adjourned at 6:47 PM

Next Meeting-The next meeting will be held **November 16, 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