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

**Date:** 03/15/2023    **Time:** 5:30 PM    **Location:** Morgan Center of MTPL

Meeting called to order at 5:32 PM by Susan Dyson with Roll Call and Agenda Review

**Members Present:** Susan Dyson, Rebecca Doster, Laura Slaymaker, James Adams, Diana Reeves, Stephen Murray, Jennie Barbieri, Barry Kauffman, Liaison of the BOC

**Members not Present:** All present

**Staff Members Present:** Joyce Sands, Library Director; Virginia Border, Administrative Assistant; Rennae Newman, Grant Writer/Fundraiser, Karen Rezendes, Assistant Director

**Public Comment-** No public present

**Agenda:** No additions to the agenda

**February 2023 Meeting Minutes - Motion** to approve by Laura Slaymaker, seconded by Diana Reeves, and unanimously approved.

**Fundraising/ Book Sale Activities** – in the coming months there will be an effort to add items to the MTPL schedule, especially to social media, for the growth and advancement of donor and patron outreach. A recent example is the 2023 “Tournament of Books”. These type activities are lower-level fundraisers but are designed to further advance the support for MTPL.

For the Book Buzz, April 14-17, the Book Spot will be extended with a set-up in Morgan Center C. There will be suggested donation amounts for items. Currently the Book Spot is averaging \$500.00 per week in donations.

A **MOTION** to approve spending EITC funds, not to exceed \$15,500.00, on EITC-approved programs, including the Summer Reading Program, was made by Steve Murray, seconded by Laura Slaymaker, and unanimously approved.

**A MOTION** to approve spending the Nora Roberts Foundation Grant funds, not to exceed \$3,000.00, on Early Reader Books, Early Chapter Books, and Read Alongs for the children's collection was made by Rebecca Doster, seconded by Laura Slaymaker, and Unanimously approved.

**Staff Presentation** – Rennae Newmann, Grant Writer/Fundraiser, gave a presentation of the Organizational Structure of MTPL and the MTPL Foundation Board. This presentation was also given to the volunteers at their annual breakfast event.

### **Committee Reports:**

**Executive** – no report

**Finance** – Chair, Steve Murray, will set up a meeting with staff soon. There have been changes in the way book sale revenues are accounted for. Currently, there is approximately \$20,000.00 both in the MTPLF checking account and escrow accounts. There is not a recommendation currently for transfer to the Manheim Township General Fund.

**Nominating** – no report

**Personnel, Compensation, and Benefits** – no report

**Facilities** - no report

**Endowment** – A **MOTION** to approve the expenditure of MTPLF funds, up to \$1500.00, for an Endowment Kick-off event, was made by Laura Slaymaker, seconded by Steve Murray, and unanimously approved.

**Pulkrabek** - Due to a personal matter, Theater of the Seventh Sister had to cancel their event scheduled for April 1, 2023. This event will be scheduled at a later date.

**Library Director's Report Highlights** – the 2022 Annual report has been submitted for review by the District Consultant at the Library System of Lancaster County (LSLC). After review, the District Consultant will submit it to the Pennsylvania Office of Commonwealth Libraries. Once the review is complete, Joyce Sands will provide a copy to the board.

Lancaster Public Library City Branch will shut down on or about April 19, through approximately June 3, hopefully in time for the Summer Reading Program, for the completion and set up of the new library. We expect an impact on our service numbers which will lead to staffing issues at a very busy time at MTPL. While Mountville branch of Lancaster Public Library will be open during this time, it may be more convenient for patrons of that Library to come to MTPL causing increased demand on MTPL.

**Old Business – none**

**New Business –**

An addition to Board Meeting Minutes Procedure has been suggested by MTPLFB Secretary, Rebecca Doster, to record the board meeting, within the MT BOC procedures, to better ensure accuracy of minutes, especially when presentations come before the MTPLFB. This can be accomplished via Zoom or using a separate recording device. Joyce Sands will check on the availability and scheduling of the device necessary to record meetings.

A program to honor our volunteers in addition to the annual breakfast was discussed. A suggestion of a Volunteer Recognition Plaque and procedure be developed. Discussion will continue.

**3 Points for the Commissioners:**

- 1.) Tournament of Books event
- 2.) Planned Endowment Kick-off currently planned for 06/29/2023
- 3.) Lancaster Public Library City Branch closure for relocation/set-up
- 4.) 184K in State Aid has not been released due to the MT Audit of 2021 not being completed. This could impact other grant opportunities as grant application requirements may include audit accountability.

**Meeting adjourned at 6:55 PM. Next meeting in Morgan Center of MTPL, April 26, 2023, at 5:30 PM.**

Recorded by Rebecca Doster