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Manheim Township Public Library Foundation Board Meeting

Date: 05/24/2023 Time: 5:30 PM Location: Morgan Center of MTPL

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

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

Members Not Present: Laura Slaymaker

Staff Members Present: Joyce Sands, Library Director, Karin Rezendes, Deputy Director, Tracy Nonamaker, Manheim Township Director of Finance, Rennae Newman, Grant Writer/Fundraiser

Public Comment- No public present

Agenda: No additions to the agenda

April 2023 Meeting Minutes - Motion to approve by Jim Adams, seconded by Diana Reeves, and unanimously approved.

Fundraising: Motion to expend funds, not to exceed \$500 for the “Save the Date” postcards and postage for the End of Summer Reading Celebration was made by Rebecca Doster, seconded by Jennie Barbieri, and unanimously approved. The amount needed for the previous year was \$400 so the increase this year takes into consideration the increase in postage.

Motion to expend funds, not to exceed \$500 for supplies, event programs, and other expenses for the End of Summer Reading Celebration was made by James Adams, seconded by Rebecca Doster, and unanimously approved. Rennae Newman, Grant Writer/Fundraiser reported that there will be a \$500 sponsorship for this event as well.

Rennae Newman is preparing the Stabler Foundation grant application for the addition and replacement of board and yard games for the collection.

Donations for the 2023 Pop-Up Silent Auction, being held 06/19-07/01, are being solicited. The goal is 50 items/baskets. The MT Fire Rescue and Recreation & Park Planning Departments have donated admission passes and experiences.

Committee Reports:

Executive – no report

Finance – no report

Nominating – Currently, there are three applications for the MTPLFB seat being vacated by Jennie Barbieri's resignation. The deadline for application is June 15. The nominating committee will meet to arrange interviews for potential candidates after the deadline.

Personnel, Compensation, and Benefits – no report

Facilities – no report

Endowment – Motion to approve the Manheim Township Public Library Foundation Mission Statement was made by Rebecca Doster, seconded by James Adams and unanimously approved. The statement is as follows:

“To support the function of and to assist in carrying out the mission of Manheim Township Public Library”

Pulkrabek – Motion to approve funds, not to exceed \$400, for Nature Walk materials was made by Rebecca Doster, seconded by Susan Dyson and unanimously approved.

The committee will meet on August 15, at 9:00 AM, at the library with Alex Van Pelt for planning of the Nature Walk.

Library Director's Report Highlights – The 2021 Township Audit required by the Office of Commonwealth Libraries (OCL) was submitted, and the \$184,112 State Aid payment was received. Joyce Sands, Library Director has asked the District Consultant to convey to the OCL that completing the audit by the established deadline is difficult and should not result in the punitive and potential loss of State Aid.

We are evaluating whether to continue using the Radio Frequency Identification (RFID) Security System as deterrent to theft of the library's collections. Several costly components need replacement. Staff will conduct a cost-benefit analysis to make an informed decision.

The Amazon Seller Account was briefly inactive on 05/18 and 05/19. This was the result of an Amazon account reverification process that was very challenging. Thanks to Tracy Nonnemaker, MT Director of Finance and Karin Rezendes, Deputy Library Director, for their work in resolving the issue.

Adult Services Manager, Katy Basile, led a tour of the library for a Life Skills class from Manheim Township School District.

On 04/25, Laura Dadswell from South Central Care Quality spoke with library managers about communication and de-escalation techniques when working with individuals with Intellectual and Developmental Disabilities (IDD)/Autism.

Members of the Hempfield High School's National Honor Society will be volunteering to shelve over the summer as a service project.

Other highlights of the Library Director's Report are in the Board packet of materials.

Old Business – none

New Business – Susan Dyson, MTPLFB President, on behalf of the entire board expressed deep thanks and gratitude for retiring board member Jennie Barbieri and her years of service to the library community. Joyce Sands, Library Director, on behalf of the MTPL staff, also gave kudos for the support and work of Jennie to the library, especially to the youth services department.

3 Points for the Commissioners:

- 1.) Katy Basile, Adult Services Manager, led a tour of the library for a Life Skills Class from MTHS. Also, managers received training for working with individuals with Intellectual and Developmental Disabilities, focusing on inclusion in the library community.
- 2.) The National Honor Society from Hempfield School District has been working on a service project by collecting books for donation to MTPL and will be shelving this summer.
- 3.) The Pop-Up Silent Auction is currently on track to have increased donated items for the auction this year. The dates of the auction open for bidding are 06-19 thru noon, 07-01. Bidding must be in person. (If a question were to be asked about why we do not do online bidding, that is a whole different level of online access and monitoring. We currently are unable to do that.)

Motion to adjourn at 6:06 PM by unanimous consent. **Next meeting in Morgan Center of MTPL, June 28, 2023, at 5:30 PM.**

Recorded by Rebecca Doster