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Manheim Township Public Library Foundation Board Meeting

Date: 07/26/2023 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, Diana Reeves, Laura Slaymaker, Brian Mahon, Barry Kauffman, Liaison of the BOC

Members Not Present: Stephen Murray

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

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

Fundraising Report – Rennae Newman, Grant Writer/Fundraiser, reported the Pop-Up Silent Auction brought in \$5179.00. This was an increase from the inaugural auction last year.

Additional sponsors are being solicited for the Summer Reading Celebration on August 12th, from 9am – 2:00pm. Programs are now finalized, and Food Trucks scheduled. We will have a MTPD K-9 officer, as well as an on-site fire truck and crew from the MT Fire Rescue Department. Activities will run throughout the day. This year the library will be open during the activities and until 4pm the day of the celebration.

MOTION to approve participation in the Lancaster County Community Foundation “Extraordinary Give” 2023, and Expenditure of MTPLF Funds on promotional materials, not to exceed \$100 was made by Rebecca Doster, seconded by Laura Slaymaker, and unanimously approved.

MOTION to approve Expenditures of MTPLF Funds, not to exceed \$2200, to design, print, and mail materials for the Annual Appeal was made by James Adams, seconded by Rebecca Doster, and unanimously approved.

Committee Reports

Executive – no report

Finance – no report

Nominating – It is with regret that we received a resignation from Stephen Murray, effective immediately. He is moving on to another board experience. The Nominating Committee will gather immediately after this evening's Foundation Board Meeting to review replacement process.

Personnel Compensation, and Benefits – no report

Facilities – no report

Endowment – Tracy Nonamaker, MT Director of Finance and Rebecca Doster will attend a full-day endowment training session, offered by the Lancaster County Community Foundation (LCCF), on Friday, July 28.

Tracy Nonnemaker, MT Director of Finance, suggested the Foundation Board review the latest financials from the Investment Management Firm, Montag & Caldwell. Copies of the report were distributed for the board to review for further discussion.

Pulkrabek – A meeting is scheduled for August 15 at 9am, in Morgan Center C.

Library Director's Report Highlights – The Library will be closed to the public on October 9th, for a staff in-service day. Staff plans to shelf-read the collection in preparation for analyzing the effectiveness of the current and outdated RFID system.

The reverification of the Amazon account was successfully completed thanks to MT Finance Director Tracey Nonamaker and Karin Rezendes, Deputy Library Director. The funds Amazon withheld during the process have been received.

Staff and the Foundation Board discussed the high rate of turn over among part-time staff at MTPL. Many part-time staffers require at least 6 weeks of training due to the many systems maintained and utilized in an up-to-date library. The Foundation Board will continue dialogue with Joyce and the management staff to better understand why part timers do not stay with MTPL for an extended time.

The deadline for submitting audits to the Office of Commonwealth Libraries has been deferred for a year. The deadline for the 2022 audit will be October 1, 2024, rather than 2023. This should resolve the problem MTPL, and several other municipalities, had meeting the deadline.

Collection Development Manager, Katie Keane, is working with a local Boy Scout to process 75-100 board games that he got donated for our collection as part of his Eagle Scout project.

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

Old Business – none

New Business – none

3 Points for the Commissioners:

- 1.) Silent Auction proceeds of \$5179
- 2.) June 2023 had the highest circulation ever for MTPL since statistics have been recorded. 66,000 items were circulated, a number that far exceeds any other library in the County
- 3.) End of Summer Reading Celebration will be held on Saturday, 08/12, from 9:00am to 2:00pm. The celebration will feature programs, games, and food trucks.

Motion to adjourn at 6:34 PM by unanimous consent. **Next meeting in Morgan Center of MTPL, August 23, 2023, at 5:30 PM.**

Recorded by Rebecca Doster