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Manheim Township Public Library Foundation Board Meeting

Date: 02/28/2024 Time: 5:30 PM Location: Morgan Center of MTPL

Meeting called to order at 5:34 PM by Susan Dyson, with Roll Call and Agenda Review

Members Present: Susan Dyson, Rebecca Doster, James Adams, Brian Mahon, Diana Reeves,

Members Not Present: Laura Slaymaker, Celso Mesias, BOC Liason (non-voting)

Staff Members Present: Joyce Sands, Library Director; Alli Salimbeni, Deputy Director

Additions to the Agenda – James Adams requested two items to be discussed and introduced in New Business. Agreed by unanimous consent. Susan Dyson also requested the addition of an item.

Public Comment – no public comment

Motion to approve the minutes of the January 2024 meeting was made by Brian Mahon, seconded by Diana Reeves, and unanimously approved.

Amazon Sales Annual Report 2023 – Martha Matt, Head of Amazon Book Sales, presented the Annual Report of the Amazon Sales Team for year 2023. In the group's 12th year as vendors, 1811 items were sold with \$21,147.83 in revenues. This was 245 items less and \$1659.00 less than 2022. It is possible the two increases in postal rates caused the slight decline in sales as purchasers pay for shipping of the items purchased. Postage costs will continue to be monitored to determine if our shipping rates need to be increased again.

The highest sales month was December and the lowest was March. Through the generosity of those who donate materials, we remain competitive by the quality of items and the inventory properly priced. The biggest single item sold in 2023 was a complete set of the Oxford Dictionary (20 volumes), bringing \$900.00. The purchaser traveled here from New Jersey to pick the volumes up so there was no shipping involved with this sale.

The Friends of the Lancaster Public Library Amazon Team generously shared with our Amazon Team free bubble bags for our use in shipping rather than purchased bubble wrap. MTPL is most grateful for the efforts of the book sale volunteers in financial support to our library and mission.

Book Spot Sales – Nathan Buckwalter, Volunteer Coordinator of the Book Spot presented the Annual Report. Sales have increased 19%, \$23,000.00 (rounded) over 2022, at \$19,000.00 (rounded). The process is running smoothly with volunteers scheduling their own hours, giving full coverage in the Book Spot. The Book Spot, along with the Amazon Sales Team are to be commended for their hard work and commitment to the fundraising efforts of MTPL.

Fundraising Report – February has been “Love Your Library Month”. Patrons can fill out paper hearts with the things they love about MTPL for display in the library, sponsor a book to be added to the collection in honor of someone they love, and purchase a “Love Your Library” themed t-shirt. Signage throughout the library encourages patrons to donate to express how much they appreciate the library.

The Spring Book Buzz will take place April 12 through 15, 2024.

Committee Reports

Executive – no report

Personnel Compensation, and Benefits – no report

Finance – Motion to approve spending the 2023 EITC contribution of \$2,500 from Mid Penn Bank on EITC-approved programs for the 2023/2024 program cycle made by Rebecca Doster, seconded by Jim Adams, and unanimously approved.

Motion to approve the purchase of Commercial Crime Coverage using MTPLF funds, in the amount of \$694.00 annually, was made by Brian Mahon, seconded by Jim Adams, and unanimously approved. The Treasurer must be bonded by regulation, but this will cover the entire MTPLFB, up to a limit of assets, which would be approximately \$500k. There will be a revision in the current MTPLFB by-laws.

Nominating – the BOC has not, as of this meeting, appointed a candidate to the MTPLFB vacancy.

Personnel, Compensation, and Benefits – no report

Facilities – no report. Any updates will be included in Library Director’s report.

Endowment – It has been suggested by Montag & Caldwell, investment managers for the Endowment Fund, to review the investment strategy to allow for a slightly more aggressive investment approach. Any change to the Fund by-laws will be presented at the March MTPLFB meeting.

Pulkrabek – no report

Library Director’s Report Highlights – The new MT Food Services manager is adding new items to the food vending machine in the Book Spot and is looking for a source for repairing the coffee/hot beverage machine.

The plan for the future will be to outsource maintaining and supplying the machines.

As of this meeting, The Endowment Fund transfer to Manheim Township for library operations, approved at the previous MTPLFB meeting, has not been transferred. MT Manager Rick Kane will be meeting with the new MT Finance Director to review the process of these transfers.

A streetlamp on the path to the library basement doors was struck by a truck and will need to be replaced. The incident was reported to MT Manager Rick Kane. MT is handling the situation.

As of this meeting, the emergency phone has not been installed in the library elevator.

Currently MTPL managers are recruiting and interviewing for four open positions. It is noted that the interviews take time away from the regular staff duties.

Old Business – none

New Business – Jim Adams presented MTPLFB members with a proposed MTPLFB Conflict of Interest Policy to be included in the by-laws. Board members were asked to review the policy and further discussion will commence at the next MTPLFB meeting in March.

Brian Mahon presented an idea along with a sample image of printing, of selling MTPL bookmarks requesting donations as a fundraiser. Questions were presented regarding staff accounting and logistics. An additional idea of creating stickers which are very popular items with youth was suggested. Review and further discussion will continue.

Susan Dyson asked for volunteers to serve as a task force to review documents and procedures for the purpose of creating a “Learning Binder” for future MTPLFB members’ orientation, along with the current orientation outline. Jim Adams volunteered to help Susan with review and compilation of the materials to be included.

3 Points for the Commissioners:

1. What is the status of the MTPLFB vacancy?
2. Annual proceeds from the MTPL Amazon and Book Spot volunteers
3. 2023 spending was below the projected 2023 budget

Motion to adjourn at 7:22 PM by unanimous consent. **Next meeting in Morgan Center of MTPL, March 27, 2024, at 5:30 PM.**

Recorded by Rebecca Doster