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Brian Mahon - Treasurer
Rebecca Doster - Secretary
Diana Reeves
Laura Slaymaker
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Manheim Township Public Library Foundation Board Meeting

Date: 03/27/2004 Time: 5:30 PM Location: Morgan Center of MTPL

Meeting called to order at 5:31 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

MT Board of Commissioner Liason Present: Celso Mesias

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

Additions to the Agenda – none

Public Comment – no public comment

Motion to approve the minutes of the February 2024 meeting was made by James Adams, seconded by Brian Mahon, and unanimously approved with clarification of role of MTBOC Liasson.

Fundraising Report – Save the Date: Spring Book Buzz – April 12-15. It will take place in two sections of the Morgan Center, in addition to the Tell Café. It will follow the same donation model as the Book Spot.

Committee Reports

Executive – no report

Personnel Compensation, and Benefits – no report

Finance – the requested month to month expense/revenue report will be provided on a regular basis.

As of March 5, the MTPLF Fulton Checking account balance was \$86,244.74. The PNC MTPL Endowment Fund held by LCCF, was \$126,484.00. The MTPLF Endowment Fund, managed by Montag & Caldwell, as of 12/31/2023, was \$111,245.67

MTPLFB Treasurer, Brian Mahon, will attend a meeting with Lancaster County Community Foundation staff to review the performance of funds held there.

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 – no report

Pulkrabek – no report

Library Director's Report Highlights – The 2023 Annual Report was submitted, and a copy is included in the MTPLFB mailing. Compiling financial information was challenging this year because of staffing changes at both the Library and Manheim Township. Library managers contributed information for various sections of the report.

Followed up with the MT Finance Director, Judy Lumis, to confirm that the \$50,000 endowment donation from a long-time donor at the end of 2023 would be transferred by MT to the Montag and Caldwell endowment as per the MTPLF Endowment Fund Transfer Policy. Initially the donation was deposited to the MTPLF Fulton checking account, a change from past procedure. As a result, MTPLFB Treasurer Brian Mahon must write a check to Montag and Caldwell to make the transfer.

A concern was raised, regarding the Lancaster Public Library recent security issue, that MTPL has an appropriate security process and procedure. Joyce Sands, Library Director assured that MTPL has a security procedure in place.

In collaboration with the Ann B. Barshinger Center of Penn Medicine, MTPL will be compiling a collection of cancer survivor materials.

Old Business – Motion to approve the MTPLFB Conflict of Interest Policy, distributed at a prior meeting, was made by James Adams, seconded by Brian Mahon and unanimously passed. Reminder to all MTPLFB members to return the Acknowledgement/Disclosure Form to the MTPLF Board Secretary, at the next meeting of MTPLFB, April 24.

Motion to amend MTPLF's Endowment Investment Policy, recommended by the Investment Management at Montag and Caldwell was made by Brian Mahon, and seconded by Rebecca Doster. After additional discussion regarding the Diversification of Investments letter C asset allocation in Section II of the current policy, James Adams moved to table the motion for additional review, seconded by Brian Mahon, and unanimously passed.

Motion to approve the purchase and donation of a quantity of 1,000 MRPL stickers from H&H Group for \$255 with use of the MTPLF fund for MTPL merchandising was made by Rebecca Doster, seconded by Brian Mahon and unanimously approved.

New Business – Motion to approve the transfer of \$50,000 from the MTPL Fulton checking account to Montag & Caldwell Endowment Fund was made by James Adams, seconded by Brian Mahon and unanimously approved.

3 Points for the Commissioners:

1. Passport revenue for 2023 was \$105,000, an increase of 16% over 2022.
2. Circulation saw significant increase over 2022. Notable mentions below.
 - a. Physical Items 591,816, an increase of over 60,000 items from 2022
 - b. Electronic Materials (e-books, etc.) 103,529, an increase of over 30,000 items from 2022
 - c. Wireless sessions (patrons bringing their own devices for services, research, personal work) was 24,281, an increase of over 11,000 in 2022.
 - d. Live programs 585, an increase from 458 sessions from 2022
 - e. Attendance at live programs 12,061, an increase from just over 5,000 from 2022
3. The emergency phone in the elevator has been installed.

Motion to adjourn at 6:30 PM by unanimous consent. **Next meeting in Morgan Center of MTPL, April 24, 2024, at 5:30 PM.**

Recorded by Rebecca Doster