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Diana Reeves
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Manheim Township Public Library Foundation Board Meeting

Date: 05-22-2024 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 Liaison 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 April 2024 meeting with a name spelling correction was made by Brian Mahon, seconded by Diana Reeves, and unanimously approved.

Fundraising Report – a report of changes to the Annual Book Sale format was presented by Rennae Newman, Grant Writer/Fundraiser. The major changes are as follows:

- Rather than one large sale at the Overlook Roller Rink, there will be four smaller scale sales in both the Morgan Center and Book Spot in the Library.
- The payment model will be donation based, saving staff and volunteer time with pricing.
- The sales will be held over a weekend, allowing for more working patrons to visit the sale.
- The smaller scale may deter book re-sellers from purchasing larger lots of books, allowing for patrons more selections for purchase.
- The new format will save cost in rental tables and hours of Public Work employees.
- The library location will provide a climate-controlled space for patrons to spend more time browsing.
- Having the sales in the library will allow for more visitors to become familiar with library programming and activity opportunities.

The MTPLFB members are supportive of the changes and look forward to the new format.

Committee Reports

Executive – no report

Personnel Compensation, and Benefits – no report

Finance – MTPLFB Treasurer, Brian Mahon, reported that there will be opportunity for review of the library quarterly financial reports at the July meeting.

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

Endowment – no report. The Endowment committee is waiting for a policy review from the MT BOC before planning growth strategy consideration and activity.

Pulkrabek – no report

Library Director's Report Highlights – The Library will be participating in the MY WORK Program that places Manheim Township High School students in jobs at local municipalities and pays their wages. Seven students will be participating at the library this year.

Seven Summer Library Assistants are currently being on-boarded and participating in training at the Library.

Curbside delivery is being discontinued as it is no longer sustainable from a staffing standpoint. Accommodation to patrons who are unable to enter the library will be continued.

The Library Director, Joyce Sands attended two webinars on Artificial Intelligence, hosted by the Office of Commonwealth Libraries. Consideration is being given to an in-person training for staff on the Library's fall in-service day.

Other highlights of May can be found in the Library Director's report.

Old Business – MOTION to Approve the transfer of LCCF available grant funds of \$774.00 from Manheim Township Public Library Endowment - Agency account to the Manheim Township Public Library Foundation Fulton checking account was made by Brian Mahon, seconded by Rebecca Doster and unanimously approved.

MOTION to Approve the transfer of LCCF available grant funds of \$5,175.33 from Manheim Township Public Library Fund Designated account to the Manheim Township Public Library Foundation Fulton checking account was made by Brian Mahon, seconded by James Adams, and unanimously approved.

MOTION to Approve LCCF the transfer of available grant funds of \$1,029.61 from Manheim Township Public Library Jay R. Frey Endowment Fund account to the Manheim Township general fund for the purchase of periodicals was made by Brian Mahon, seconded by James Adams and unanimously approved.

MOTION to Approve the purchase and as a donation of a quantity of 1,000 MTPL stickers from H&H Group for an additional \$366.50 in MTPLF funds for MTPL merchandising efforts was made by Brian Mahon, seconded by James Adams and unanimously approved.

MOTION to Approve to amend the MTPL Foundation Endowment Fund Policy by adding a new subsection V(c)(iii) was made by Brian Mahon, seconded by James Adams and unanimously approved as follows:

Assets shall be allocated as among equity, fixed income, and cash in the following ranges:

- Equity between 55% and 75%
- Fixed Income between 25% and 45%
- And Cash between 0% and 10.0%

New Business - Motion to approve spending 2024 EITC contribution of \$5,000 from Orrstown Bank on EITC-approved programs for the 2024/2025 program cycle – was made by Brian Mahon, Seconded by Rebecca Doster and unanimously approved.

The new verification documentation for the Amazon Account has been approved and the account is now re-opened for sales.

3 Points for the Commissioners:

1. Book Sale Changes – reported above
2. We have seen a 38% increase in used book sales.
3. MTPL will have 7 MY WORK employees this year, an increase from 3 last summer.

Motion to adjourn at 6:41 PM by unanimous consent. **Next meeting in Morgan Center of MTPL, June 26, 2024, at 5:30 PM.**

Recorded by Rebecca Doster