

MTPL Foundation Board

Phillip Caramenico-President

James Adams-Vice President

Brian Mahon-Treasurer

Susan Robertson-Secretary

Beth Crosby-Board Member

Ryan Tomsheck-Board Member

Manheim Township Public Library Foundation Board Meeting

Date: 11-19-25 Time: 5:30 PM Location: Morgan Center of MTPL

Meeting was called to order at 5:31 PM by PJ Caramenico. Attendance was taken. There were no additions to the agenda.

Members Present: PJ Caramenico, James Adams, Susan Robertson, Ryan Tomsheck. Brian Mahon attended via Zoom.

Members Not Present: Beth Crosby

MT Board of Commissioner Liaison, Celso Mesias: Present

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

Guests: None

Public Comment— No public comment.

MOTION to approve the minutes of the October 2025 board meeting, was moved by Jim Adams, seconded by Ryan Tomsheck, and unanimously approved.

Fundraising: The annual appeal letter was mailed on November 12 and MTPLF will participate in the Extra Give Event on 11/21. The Books and Bags Silent Auction will run from November 24 through December 6. December Gifts & Great Reads Book Event will occur December 6 and December 8-10.

Committee Reports: PJ Caramenico

- **Executive--** nothing to report.
- **Finance**
 - **MOTION** to approve payment of \$770 for Manheim Township Public Library Foundation's December 2025 Directors and Officers policy renewal through EHD, Inc was moved by Brian Mahon and seconded by Jim Adams and unanimously approved.
 - Fulton account balance-\$62,855.85
 - Endowment Fund balance-\$235,547.68
 - LCCF quarterly account balances for Q3:
 - Jay R. Frey- \$28,463.82
 - Designated- \$143,455.97

- Agency- \$21,540.03
 - Pulkrabek Enrichment Series-no change
- **Bylaws** – Joyce Sands requested that an annual independent audit be required and incorporated into the bylaws. After board discussion, it was decided it is not necessary to include this in the bylaws. However, an audit can be performed if deemed necessary.

MOTION to approve submission of draft MTPLF Bylaws to the Township Solicitor for review, was moved by Jim Adams, seconded by Ryan Tomsheck, and unanimously approved.

- **Nominating, Personnel**—Beth Crosby will be resigning after the December meeting leaving two open seats on the MTPLF board. PJ Caramenico will contact Susan Scheaffer at the MT municipal office for the list of interested prospective board members and both he and Susan Robertson will interview these individuals. We are seeking board members with fundraising experience.
- **Facilities**—Nothing to report.

Old Business

- A coLAB retreat date is set for December 17 and will be held at the library from 1:30-4:30PM. The focus will be on fundraising and board perpetuation plans.
- Efforts to create a new MTPL board focused on library operations and have MTPLF continue as a 501(c)(3) focused on fundraising continue. Initially all current MTPLF board members will serve on both boards with the intention to expand the Foundation board with members who have fundraising experience. Board meetings will continue to be held monthly for the MTPL board and perhaps quarterly for the MTPLF board.

New Business –

Volunteers have been selling books on the Amazon site for thirteen years and are currently raising between \$10,000-\$15,000 per year. -Amazon is making it more difficult to sell books through the Amazon storefront as they require more information making it difficult for our volunteers and MT municipal office to comply. Because MT's new Finance Director is focused on completing the 2026 budget, the recommendation was made to the Amazon team to suspend Amazon sales temporarily to allow time to investigate ways to comply with Amazon requirements.

Executive Director's Report –

- MTPL will host the Library System of Lancaster County's board meeting on 11/20 at 6:30pm. Funding fairness will be a topic of discussion.
- On October 24 State Senator James Malone visited the library for a tour and to learn more about operations and funding.
- The US Department of State is in the process of decertifying 501(c)(3) libraries as passport acceptance agencies. Since MTPL is a department of a municipal government, our passport

services should not be affected by this change and we will likely see increased demand for these services as other libraries in the area cease their passport operations.

- The library will be fully staffed by the end of the year. Daniel Safer was hired in Circulation as a Library Assistant. A new candidate has accepted the position as Adult Services Manager, and another candidate has accepted an offer to serve as Circulation Coordinator.

Three Points for Manheim Township Board of Commissioners

1. We need more volunteers to serve on the MTPLF and new MTPL boards and we continue to need more books donations.
2. The library needs more operational volunteers for reshelving books and other tasks.
3. Encourage all members of the community to stop by the Book Spot and see all of the items available for sale.

A motion to adjourn the meeting at 6:19pm was moved by Susan Robertson, seconded by Ryan Tomscheck and unanimously approved.

Next Meeting to be held in the Morgan Center of MTPL on December 17, 2025 at 5:30 PM.

Submitted by Susan Robertson, Secretary