

Manheim Township Public Library

Board of Directors Meeting

March 23, 2011

The meeting was called to order at 5:28 pm by Vice President David Miller

In attendance were Robin Lapi, Lisa Fulginiti, Jim Martin, Steven Bussanmas, David Miller, Marylou Barton, Katrina Anderson, Dan Coleman, Robert Sabatelli and Lori Dietrich

Absent was Gary Graziano

The agenda was reviewed and no changes made.

Correction to the minutes of the previous meeting:

- Corrected spelling of Pam Oles
- System Board meeting is the third Tuesday of the month.
- System Board President is Veronica Urdaneta

Jim Martin made a motion to approve the meeting minutes as amended and Lisa Fulginiti seconded that motion. Motion passed.

System Board report by Bob Sabatelli:

- The county system has a balance of \$1,034,716 which is down significantly from the balance in September of 2010.
- A Board workshop is being set up for the new system board members.
- Board meetings will be held at different library locations around the county.
- The Mountville/East Petersburg Branch library is moving and that was approved by the Downtown Lancaster Library Board as well as the System Board.
- The System Board will meet at the Manheim Township Library in December.

The League of Women Voters will sponsor a Commissioner Candidate Forum on April 26 at the Manheim Township Library. All six Commissioner candidates will be invited for a tour of the Library facility.

February Directors Report – Katrina Anderson (see attachment)

- Items questioned due to variances from budget were Utilities – which is a timing issue, Staff – were are one person down and Used Book revenue which will be analyzed for the next meeting.
- The Pioneer Grant went out and much of what was submitted will be used for the other grant submissions.
- The “New Preview Nights” have been suspended due to work load.
- Katrina is to check that the Pledge Letters are going out and report at the April meeting.

Café Report – Dan Coleman

- Sue Funk was out sick the previous week so not much to report.
- Revenues are up 10-15% but there is much more to do to raise those revenues.
- The Espresso machine that was donated is very difficult to make function. The donor is going to be asked if it would be ok to sell that machine and use that money to buy a more automated machine.

Volunteer Recruiting – Katrina Anderson

- 50 people attended the Tea on March 11
- Letters are going to go out to all that attended when Janet gets back.
- Two people (teenagers) are already volunteering.

Website Update – Dan Coleman

- Dan put on a demonstration of the new website. All Board members expressed that they were impressed with the new site and commended those that worked to get it developed. There was too much information shown to capture in the meeting minutes.
- The new site went live on 3-24-2011

Gift-in-Kind Policy Update – Jim Martin

- Jim reviewed the recommended policy , see attachment.
- Marylou recommended a change to reflect if there is a cost to the Library for taking the gift, then the donor pays that cost unless the Library Board chooses to waive it.
- Katrina requested that we review the policy and vote on this at the April meeting. All Board members agreed.

The 2012 Strategic Planning Session date was set for June 8 from noon to 4 pm. A second session, if needed, was set for July 13 from noon to 4 pm.

The Annual Report, First Draft, is scheduled to be published April 1.

New Business:

Fund Raising Plan – Lisa Fulginiti

- A copy of the plan was distributed and reviewed, see attachment.
- Committee volunteers are needed, e-mail Lisa to let her know you will help.
- The Plan was approved by the Board by motion from Steve Bussanmas and seconded by Jim Martin.

Staff Appraisal form, see attached, was introduced by Katrina Anderson. No action was needed by the Board.

A Volunteer Handbook has been published, see attachment, and copies were distributed to the Board members.

A motion to adjourn was made at 6:50 pm by Marylou and was seconded by Jim Martin.
Motion passed.

Minutes submitted by Steven Bussanmas, Secretary