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MTPL Foundation Board
Gary Graziano – President
David Miller – Vice President
James Martin – Treasurer
Lisa Fulginiti – Secretary
Marylou Barton
Robin Lapi
Carol Simpson

Lois Morgan – Emeritus
Robert Sabatelli – Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: July 27, 2011 **Time:** 5:30pm **Location:** MT Public Library

Administration

- Call to Order, Roll Call & Agenda Review:
 - All board members were present, including Morgan and Sabatelli.
 - Also in attendance were MTPL staff Katrina Anderson, Dan Coleman and Lori Dietrich.
- Welcome:
 - The board formally welcomed new member Carol Simpson.
 - Lisa Fulginiti was elected Secretary to replace Steve Bussanmas. (Motion by Miller, second by Barton.)
- Public Comment on July 27th Agenda:
 - No members of the public were in attendance.
- Minutes of Prior Meeting (May) and **MOTION** to Approve:
 - Minutes of the prior meeting were approved as submitted. (Motion by Lapi, second by Barton.)
 -

Current Business

- Annual Meeting with the Manheim Township Commissioners:
 - Board of Commissioners President Carol Simpson and Commissioner Larry Downing attended, accompanied by Secretary, Mike Rimer. Katrina Anderson shared a PowerPoint presentation showing key statistics for MTPL vs. its prior performance and other libraries as well as key events and programs held or scheduled to be held since the new library opened in September 2010. Commissioner Downing asked to have the presentation forwarded to the Commissioners not in attendance and indicated that he would approach the local press to see if they would be interested in doing a story on the success the library has achieved.
 - Notable among the statistics presented by Anderson are that: 1) MTPL has fewer FTE employees than other libraries its size; 2) MTPL's collection is turning at a rate of eight times/year; 3) approximately 25% of Manheim Township's children under age 18 are participating in MTPL's summer reading program; 4) MTPL has more computer uses than other libraries its size, and more program attendees than any other library except Ephrata; 5) visitors are expected to average 15,000/month and circulation is expected to average 25,000 titles/month at year's end; and, 6) Manheim Township's service area has more cardholders than any other library's service area except the Lancaster Public Library.



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- Graziano stated that MTPL's goals are to increase cardholders by 33%, and to double the number of visitors as the collection grows from 35,000 toward 100,000 titles.
- A discussion ensued with recommendations that next year this presentation could be made at a regular meeting of the Commissioners and that an annual report for the library should be prepared. Other recommendations were made regarding closer collaboration with Kelly Wells for promotion, and Parks and Recreation for programs and promotion as well as local hotels that might be interested in the Program Center. Anderson, Coleman and Dietrich agreed to pursue.
- **Board Legal Status, Relationship to MT, Role & Bylaws:**
 - Barton reviewed the bylaws and shared how: 1) the Foundation board is the only library board and is required by the Commonwealth to oversee library operations so that the library qualifies to receive state funding; and, 2) the board's role is to make recommendations to the Commissioners regarding library operations and funding.
- **Endowment Campaign – Progress and Needs:**
 - Fulginiti indicated that pledges totaling nearly \$6,000 towards a goal of \$10,000 have been received. She also provided a letter for board members to use to solicit funds from at least three people they know selected from a list of prospective donors shared by Fulginiti. And, Fulginiti indicated that pledges need to be made real, with checks received by September 30th so that we can exercise our matching grant awarded by the Lancaster County Community Foundation.
- **June Director's Report – Q&A:**
 - There were no questions about the report.
- **2012 Capital Budget Items:**
 - The board suggested that Anderson and Coleman pursue a self-check station, a motorized book cart, and, if there is money available, a scissor lift for changing light bulbs and hanging artwork.
- **2012 Operating Budget Proposal:**
 - Anderson will forward budget due dates to the board. The board will plan to review the proposed budget at the next meeting.
- **Café Revenue Improvement Plan Meeting Outcomes:**
 - Graziano reported that a meeting was held, operating recommendations were made, and a follow up meeting, to be set up by Coleman and Dietrich with Fulginiti and Graziano is required to develop couponing strategies and up-selling scripts. Sue Funk will also be invited to attend the meeting.



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Old Business

- Update on Capital Campaign Donation Credits (Anderson)
 - Report postponed to 08.24.11.
- Update on 2011 Expense Budget Line Items & Meeting w/Controller (Anderson)
 - Report postponed to 08.24.11.
- Update on Discovery Meadow (Barton)
 - Work is in progress. A September 10th opening is planned.

New Business

- Action on Outstanding Fines (Anderson)
 - Report postponed to 08.24.11.
- Facilities Committee Meeting Dates (Anderson)
 - Report postponed to 08.24.11.
- New Hours of Operation (Coleman)
 - Report postponed to 08.24.11.

Adjourn

- The meeting was adjourned at 7:30 p.m. (Motion by Miller, second by Barton.)

Cc: Board of Directors: M. Barton, L. Fulginiti, G. Graziano, R. Lapi, J. Martin, D. Miller, C. Simpson, L. Morgan, R. Sabatelli

Cc: MT Staff: K. Anderson, D. Coleman, L. Dietrich, M. Rimer