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Manheim Township Public Library Foundation Board Meeting

Date: Aug 24, 2011 **Time:** 4:00pm **Location:** MT Public Library

Administration

- Call to Order, Roll Call & Agenda Review:
 - All board members were present, excluding Jim Martin.
 - Also in attendance were MTPL staff Katrina Anderson, Dan Coleman and Lori Dietrich, and guests from the Manheim Township School District.
- Welcome:
 - Board President Gary Graziano welcomed the visiting guests from the school district, Superintendent Gene Freeman, Reidenbaugh Principal, Mike Bromirski, and Board President, Hanna Bartges.
- Public Comment on August 24th Agenda:
 - No members of the public were in attendance.
- Minutes of Prior Meeting (July) and **MOTION** to Approve:
 - Minutes of the prior meeting were approved as submitted. (Motion by Fulginiti, second by Barton.)

Current Business

- Meeting with the representatives from the Manheim Township School District:
 - Dr. Gene Freeman, Superintendent; Hannah Bartges, President, Board of School Directors; and Mike Bromirski, Assistant Principal attended.
 - Gary Graziano discussed key visitor and circulation statistic growth for the new MTPL facility vs. its prior performance.
 - Katrina Anderson reviewed the databases and research tools the library has available which students may find helpful to use in supplement to those available at the school's libraries.
 - A discussion was held about ways the MTPL can partner with MTSD to enhance the educational resources at the school libraries and develop synergies which will enhance school extracurricular, art, music and early learning and internship programs.
 - We also explored how we might make library cards available to the students on a routine basis.
 - In follow up, we agreed that Executive Director Katrina Anderson would be invited to the September Superintendent's Lay Advisory Council (SLAC) meeting with PTO leaders, and a committee will be formed to facilitate school/Library partnerships. Mike Bromirski will represent the School District, and Dave Miller, Marylou Barton, Robin Lapi and a MTPL staff member will represent the library.



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■ MTPL Capital Budget for 2012:

- Coleman and Anderson reviewed the proposed Capital Budget items with the Board and outlined the following priorities: 1) New self-check kiosk 2) Two new educational software stations for middle school and younger children. 3) Power carts for materials management / book drop 4) Added exterior lighting at the library entrance, 5) Café storage cabinets, 6) Café add-ons as we reconfigure the space to be more inviting to customers and 7) Overflow parking.
- The list totals \$250,000 and has three tiers of priority. Of the total, \$200,000 is for overflow parking and \$50,000 comprises the rest.

■ MTPL Operating Budget Proposal for 2012:

- Coleman and Anderson reviewed the proposed operating budget for 2012, which represents a 0% increase in funding requested from the Township.
- As we move into 2012, we are shifting our expense allocation slightly more to staffing, which will enable the library to accommodate its increased user demand. This will grow the library's full-time equivalency for staff from 9.2 to 10.5, which remains below that of other comparable area libraries. In total, we project a 25% increase in usage for 2012, and plan a 13% increase in staff hours.
- We continue to look for ways to maximize revenue from facilities rentals. A motion was made by Dave Miller and seconded by Carol Simpson that the library will exercise flexible discretion in rental rates in order to maximize paid occupancy of the Morgan Center and other rental facilities.
- The 2012 Operating Budget was approved by motion of Dave Miller and seconded by Marylou Barton.

■ Endowment Campaign – Progress and Needs:

- Fulginiti indicated that pledge request letters from board members continue to be mailed. Fulginiti emphasized 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.

■ July Director's Report – Q&A:

- Library Use and Operations statistics for July continue to pace at or above 100% of goal. Database usage, led by the popularity of Ancestry.com, is at 394% of goal.

■ Fundraising:

- Lori Dietrich circulated a fundraising update. Twelve \$10 Maggie Moo gift cards remain from our summer fundraiser and are still available for



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purchase. We started with 100. The Board has been asked to help sell the remaining cards.

- The Night at the Library... Rockin' the Stacks fall fundraising event is in development and promises to be a fun night including a cocktail reception, gourmet food, live music and dancing, and a chance option spotlighting goods and services from businesses in Manheim Township and beyond. We continue to seek gift-in-kind donations for the auction and sponsorships. Individual tickets will be \$75, Couples \$125, and a website, www.nightatthelibrary.com has been launched with more information.

Old Business

- Update on Capital Campaign Donation Credits (Anderson)
 - Report postponed.
- Update on 2011 Expense Budget Line Items & Meeting w/Controller (Anderson)
 - Report postponed.
- Update on Discovery Meadow (Barton)
 - Work is in progress. Hardscaping is complete. Landscaping is underway. A water feature and signage are also in progress. A September 10th opening is planned.

New Business

- Action on Outstanding Fines (Anderson)
 - A motion was made by Dave Miller and seconded by Marylou Barton that Katrina Anderson is to send out the revised outstanding fines Version 7 letter with the yellow and red highlights.
- Facilities Committee Meeting Dates (Anderson)
 - Report postponed.
- New Hours of Operation (Coleman)
 - Report postponed.

Adjourn

- The meeting was adjourned at 6:15 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

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