

MANHEIM TOWNSHIP LIBRARY BOARD

Minutes – 7/23/08

Attendance: Graziano, Miller, Martin, Gagnon, Sabatelli, Hester, Simpson and Exec Dir Anderson.

Meeting called to order at 5:35 by President Graziano.

Minutes of 7/9/08 were reviewed and approved (Martin/Gagnon).

The next 5 meeting dates were set as follows: 8/13, 8/27, 8/28 (Exec Session), 9/10 and 9/24. (Gagnon/ Martin)

There was no public comment on the agenda.

The following agenda items were discussed as follows:

1. Solicitor will have 501 c 3 and bylaw modifications out to the Board by the next meeting. Discussion regarding the committees and voting by phone was held. Township residency as a requirement for Board membership and a quorum of 50 % in person or by phone was desired.
2. RFP resulted in 5 proposals from the following firms: Crabtree, Kimmel-Bogrette, Reese Lauer, LSC design and Vitetta. The Construction Committee recommended that they interview 3 of the firms during the week of 8/4.
3. A Staffing Plan for 2009 – 2011 was reviewed. Exec Dir Anderson presented a plan for anticipated staff needs as we transition to the new Library. President Graziano requested job descriptions for each job function and objective reasons for the addition of each staff person at each particular time. He also requested an organizational chart for each year.
4. Preliminary budgets for 2009- 2011 were reviewed. They reflected increased budget costs in light of increased staff during transition. Additional support from the Township will be necessary to enable this to occur.
5. The SWOT results were reviewed.
6. Agenda for the 8/13 meeting was discussed. The monthly report, update on the Architect situation and the 08 Exec Dir activity calendar will be addressed.

Old Business: The June report was presented and reviewed.

New Business: Members were asked to review newspaper coverage of library use.
Meeting adjourned at 7:32 pm (Martin/Hester)