

Manheim Township Library Board

Work Session: Minutes: 8-27-08

Attending: Board Members: Steve Bussanmas, Larry Gagnon, Gary Graziano, Jim Martin and Lois Morgan –Library Director: Katrina Anderson, Ex-officio: Robert Sabatelli, and Manheim Township Commissioner: Carol Simpson

The meeting was called to order promptly at 5:30 PM.

Administration & Special Reports:

- ✓ There were no public comments on any agenda items.
- ✓ Minutes of the previous board meeting on August 13th were read and approved as presented. (Martin/Bussanmas)
- ✓ Dates for the next three meetings were reviewed, August 28th (an executive session beginning at 6 PM), September 10th, and September 24th.

Work Session Topics:

- ✓ Architect Interviews Update: The Library Board's Architect Search Committee members (Bussanmas, Gagnon and Graziano) reviewed the interviews with Reese, Lower, Patrick and Scott and Crabtree, Rohrbaugh & Associates. Graziano shared a hand-out with the board entitled: Comments & Questions on responses to MTPL RFP. Following the review, the board discussed the interviews and their questions were answered. Graziano informed the board a Kresge grant will not be pursued because accepting the grant would require higher expenditures than necessary to receive a higher LEEDS green level of certification than the board seeks. The final meeting with architects Kimmel-Brogrette Architects will be held in the municipal building on Tuesday, September 2nd beginning at 5:30 PM.
- ✓ Committee Tasks:
 - Graziano reviewed a previous hand-out, Board Committee Charters. Following a discussion, the tasks were approved by committee chair persons as presented.
 - Personnel Committee chair Martin stated a meeting with Mary Louise Hester was held to consider potential board member replacements. Martin has recruited a volunteer replacement for Hester on the committee because of her resignation from the board.
- ✓ Library Director's Reports:
 - Preliminary budget drafts were presented for 2009 and 2010. Following discussion, the Library Director was asked to make several revisions and be prepared to discuss each at the next library board meeting.
 - The library staffing plan for the next several budget years, requested by the board, was presented as a preliminary draft. Following discussion of the staffing report with emphasis upon the rationale of need for all positions, the board provided suggestions for preliminary draft adjustments to be made and reported at the next library board meeting.

- A discussion took place on the need for volunteers to be trained to work at the circulation desk after they successfully completed a prerequisite workshop conducted by the Library System of Lancaster County personnel. The system has advocated this public relations' training is necessary to meet the needs of local libraries to serve its library card holders clients appropriately. The board requested the Library Director to draft a policy for board approval citing the standard operating procedure required for volunteers to assist staff at the circulation desk for consideration at next library board meeting.

- ✓ Agenda items for the next library meeting were approved as follows:
 - Policy draft for volunteers to assist at the circulation desk.
 - Nomination to replace Mary Louise Hester as treasurer.
 - Recognition for Mary Louise Hester as board member and treasurer.
 - Budget drafts for 2009 and 2010.
 - Library Director's Monthly Report

The meeting was adjourned at 7:30 PM. (Martin, Bussanmas)

Respectfully submitted by substitute secretary Larry Gagnon.