



Library Board

Gary Graziano – President
David Miller – Vice President
Mary Louise Hester - Treasurer
Linda Skelly - Secretary

Steven Bussanmas
A. Lawrence Gagnon
Richard Kerper

Robert Sabatelli – Ex Officio

Board of Trustees Meeting Minutes

Date: January 9, 2008

Place: Manheim Township Municipal Building

Time: 7:00pm

ADMINISTRATION

In attendance: Board Members – Gary Graziano, David Miller, Larry Gagnon, Mary Louise Hester, Linda Skelly. LCLS Liaison – Robert Sabatelli.
Absent – Rick Kerper, Steve Bussanmas

Meeting was called to order at 7:26pm and chaired by Gary Graziano

Minutes of the last meeting: A **MOTION** was made by D. Miller to approve the minutes of December 12, 2007. M.L. Hester seconded. The motion passed unanimously.

Date of next three meetings: February 13th, March 12th, & April 9th

Public comment on 1/9/08 agenda items: None

New Business: Bill McCarty spoke with the board about changing the Manheim Township Public Library to a 501C3 status for the purposes of fundraising. B. McCarty pointed out that certain items in the by-laws of the library would need to be amended in order to make the application. G. Graziano requested that D. Miller follow through with J. Martin concerning the ramifications the change would have on staff of MTPL Library.

Fundraiser's Report: See Board Packet for report. J. Silbert will be able to let the board know approximately how much has been received in pledges within the next three months. Two items of interest in regard to fundraising are listed below -

- Kimmel-Bogrett supplied two preliminary drawings as an example of the level of rendering that had been requested by the board. One of the drawings is an example of the front of the building and the second a drawing of the children's section of the library. G. Graziano will continue working with Kimmel-Bogrett to complete the other drawings.
- An example of the two pocket folder that is being developed was viewed by board members. This piece of fundraising material is being prepared pro bono by Roda Advertising.



OFFICERS' REPORTS

President:

Dec/Jan Board Report to the Commissioners: K. Anderson's statistics from the library will be included in the report.

Strategic Development Meeting: During the morning Strategic Planning Meeting, nine key objectives were identified by the board and three chosen as the most important to be developed/completed by the end of the first quarter of 2008. The three chosen as top priority were Program Development, Finance and RFP Development. Based upon the consensus reached in the half day Strategic Planning Meeting of this morning a MOTION was made by L. Gagnon for the library board to divide into three teams to reach the goals needed by the end of the first quarter (March 31st). The three teams will be as follows – a Programming team headed by L. Skelly and including D. Miller and K. Anderson with additional assistance by R. Sabatelli. A Finance team headed by M.L. Hester along with K. Anderson and a RFP team lead by G. Graziano and including L. Gagnon and S. Bussanmas. L. Skelly seconded the motion. The motion passed unanimously.

Endowment Fund Discussion: Discussion will be postponed until we have received 501C3 status in the second quarter.

Executive Director – Performance Planning & Review: K. Anderson has provided some examples of employee reviews in the board packet. An **ACTION** will be taken at the next meeting to reach a resolution on how we will handle the evaluation of our Executive Director and what forms will need to be developed to be used in the evaluation. Township should be kept apprised of all of staff related issues.

Use of mtpl.info: Board members are to resolve any problems they are having using the mtpl.info website. This will be the means of future communication for the board.

Treasurer:

Manheim Township has a new finance director – Dawn Stratchko. M.L. Hester and L. Skelly along with K. Anderson, J. Bailey and Susan Hauer will be meeting next week (Jan. 16th) with D. Stratchko to discuss the 2007 and 2008 budget



Secretary:

Commonwealth & LSLC correspondence re: Keystone Grant: J. Bailey received a contract for the Grant that will need to be signed within sixty days. The letter states that the Manheim Township Public Library will have to remain a library for the next fifty years. Sean M. also received a copy of this letter. L. Gagnon and L. Skelly are in the process of working on thank you letters to be circulated to all who helped in obtaining the Keystone Grant. A letter of Appreciation to Janet Bailey for all of her service in the past year was read to the library board by L. Skelly.

DIRECTOR'S REPORT

Coordinator's Report: See Board Packet for Coordinator's Report.

Executive Director's 90 Day Plan: See Board Packet for Executive Director's Report. Total checkouts for December - 6,518 items. Total checkouts for 2007 – 58,505 items.

COMMITTEE REPORTS

Library system of Lancaster County: There was no meeting in December. A planning group from the system of will be visiting each library to find out each of the individual library's "wish list".

Promotion: Website - Changes to the website that were suggested at the last meeting have been implemented.

Newsletter Content Status: No information available at this time.

Old Business: None

New Business & Public Comment on Off-Agenda Items: An offer to house the future library at the Grandview Heights Silk Mill was made by a Manheim Township resident.. The Board decided that there were too many negative factors to the site but appreciated the offer.

Adjourn: A **MOTION** was made by L. Gagnon to adjourn the meeting. M.L. Hester seconded. The meeting adjourned at 9:53 pm.

\

