



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: February 13, 2008*

*Place: Manheim Township Municipal Building*

*Time: 7:00pm*

### **ADMINISTRATION**

**In attendance:** Board Members – Steve Bussanmas, David Miller, Mary Louise Hester, Linda Skelly, Rick Kerper. LCLS Liaison – Robert Sabatelli.

**Absent** – Gary Graziano, Larry Gagnon.

Meeting was called to order at 7:03 pm and chaired by David Miller.

**Minutes of the last meeting:** A **MOTION** was made by S. Bussanmas to approve the minutes of January 9, 2008. L. Skelly seconded. The motion passed unanimously.

**Date of next three meetings:** March 12<sup>th</sup>, April 9<sup>th</sup> & May 12<sup>th</sup>.

**Public comment on 2/13/08 agenda items:** None

### **REPORTS**

#### **Officers**

##### President

501c(3) – Manheim Township is still working on the implications the proposed 501c(3) status will have on the Manheim Township library employees.

Status of Commonwealth Funding for MTPL Operations: A MOTION was made by S. Bussanmas to have MTPL host a legislative breakfast in the early spring for the county library system and legislators. The purpose will be to raise awareness on the need for more money to go towards libraries and to help increase the annual statewide funding. R. Kerper seconded. The motion passed unanimously,

Revised Mission Statement: A MOTION was made by S. Bussanmas to have K. Anderson draft a more concise mission statement for the next meeting. M.L. Hester seconded. The motion passed unanimously.

Strategy Facilitation Proposal: A MOTION was made by R. Kerper to continue with our Strategic Planning Meetings but have K. Anderson lead our meetings rather than hiring an outside facilitator. L. Skelly seconded. The motion passed unanimously

Executive Director's Performance Planning and Review: K. Anderson has submitted a quarterly report to the board.



Library Staff Review: A form is being developed to review staff. Since the employees of the library are also township employees, reviews will also take place through the township.

Protocol re: use of mtpl.info for Board communications: K. Anderson is working with the library system to be able to communicate with the library board through the MTPL website.

#### Treasurer

2007 Budget Spend vs Plan: K. Anderson is working on switching the budget over to a Quick Books format.

#### Secretary

Thank you Letters re: Keystone Grant: Thank you letters written by L. Gagnon were sent to all who helped with our Keystone Grant Application.

Site Location: Carol Simpson, MTP Commissioner, discussed the various locations that were considered for the library site. A MOTION was made by R. Kerper to support the commissioner's choice of the site on the hill near to the barn on the Overlook Campus. S. Bussanmas seconded. The motion passed unanimously.

#### Executive Director

Monthly Activities Report: See report.

K. Anderson will approach the other Library Directors about matching the "P-Type" in Millennium with the patron's "Home Library". After a discussion on whether it would conflict with the library's capital campaign, a MOTION was made by S. Bussanmas to approve a donation letter that will be distributed in the library. R. Kerper seconded. The motion passed unanimously. A MOTION was made by S. Bussanmas to allow K. Anderson to offer Proctoring Services in the library. R. Kerper seconded. The motion passed unanimously. A MOTION was made by L. Skelly to reinstitute Faxing at the library. M.L. Hester seconded. The motion passed unanimously. A MOTION was made by M.L. Hester to approve K. Anderson's daily receipts sheet and a listing of holiday closings for the library. R. Kerper seconded. The motion passed unanimously. A MOTION was made by D. Miller to approve \$100 expenditure on Criminal & Child Abuse checks for the staff. L. Skelly seconded. The motion passed unanimously. K. Anderson will check with Don at the township concerning smoke detectors. The forming of a Friend's Group headed by Connie Jeff and May Jo Schimaneck was announced. K. Anderson will be writing a Grant for various programs.



## Committees

### Library system of Lancaster County:

A program delivered by Susan Hauer on funding issues and board governance will be held at the library's next board meeting on March 12<sup>th</sup>. The Trustee Award and Staff Recognition Award were given at the County Library System's Board Meeting.

### Promotion:

Merchandiser Article: Has already been published

Website & DSF Training: Need to find out cost of training.

Folder: Has been received.

Newsletter: A MOTION was by S. Bussanmas that the newsletter can be up to a 6page tri-fold and is not to incur costs over \$10,000 (including mailing) and the final draft will need to be approved by the board. M.L. Hester seconded. The motion passed unanimously M.L. Hester and R. Kerper will work on editing the newsletter keeping in mind the idea is to build excitement with the public.

### Fundraising:

S. Bussanmas reported that the Awareness Campaign is nearly completed.

### Board Report to the Commissioners:

A MOTION was made by S. Bussanmas to approve the Commissioners Board Report. L. Skelly seconded. The motion passed unanimously.

**Old Business:** None

**New Business & Public Comment on Off-Agenda Items:** A MOTION was made by M.L. Hester to purchase tickets to the Author Luncheon for both Katrina Anderson and Janet Bailey. L. Skelly seconded. The motion passed unanimously. S. Bussanmas made a MOTION to move the time of the board meetings to 6:30. R. Kerper seconded. The motion passed unanimously. D. Miller announced he is having a social gathering for the board members on February 22, 2008 at 7:00. No official business will be discussed.

**Adjourn:** A MOTION was made by R. Kerper to adjourn the meeting. M.L. Hester seconded. The meeting adjourned at 9:00 pm.