



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: March 12, 2008

Place: Manheim Township Municipal Building

Time: 7:00 p.m.

### **ADMINISTRATION**

**In attendance:** Board Members – Larry Gagnon, Gary Graziano, Mary Louise Hester, Rick Kerper, Linda Skelly, and LCLS Liaison – Robert Sabatelli. Staff – Katrina Anderson

**Absent** – Steve Bussanmas and David Miller

Meeting was called to order at 6:35 pm and chaired by Gary Graziano. Mr. Graziano said they would move the Approval of Minutes to later in this meeting, and moved Public Comment up to this section of the meeting.

**Public Comment:** Several residents from the Foxshire Drive neighborhood raised questions and Mr. Graziano summarized them:

1. will there be a suitable landscape buffer between the Foxshire Drive properties and the library,
2. what will the set-back be for the building and the parking,
3. what kind of parking will be provided and how accessible will it be,
4. what kind of traffic might be generated on Heatherton Drive and Foxshire Drive as a result of the library being in this location,
5. what kind of lighting might there be and what effect might that have on neighboring properties,
6. what will be the impact on child safety,
7. how might the library expand,
8. will there be a site assessment, and
9. how accessible will the library be to the handicapped and elderly populations?

Mr. Graziano began a slide presentation. He discussed the issues of landscaping, set-backs, lighting, site assessment, expansion, and accessibility. He said the issues of traffic and parking need to be discussed with the Township. The location of the library, the proposed layout of the library, and fundraising were all discussed.

In response to a question from the audience about why this site was chosen for the library, Mr. Graziano said that this site was best suited for the library building and that it would create synergy with other features of the Overlook Community Campus.

A member of the Library Board suggested consulting the website, as many of the questions are addressed there.

A member of the audience said a library brings value to anybody's property.

Susan Hauer, Library System Administrator, gave a presentation describing the System. She described all of the employees, departments and services provided by the System.



Every federated library has an agreement with the System where the System provides services and programs, and the library must remain a member in good standing. Mr. Graziano agreed with a speaker and said the library wants to be an information, education and inspiration center. He said they're working on putting teams together to devise programming for the library. He asked a member of the audience if he'd be willing to chair this committee.

Mr. Graziano asked the Board members what they would like to discuss from the agenda this evening and what they would like to postpone to a future meeting. Mary Louise Hester suggested discussing the newsletter.

Mr. Graziano first discussed the RFP. It was reported that a survey was put in the library and in the High School, and survey results and comments will be considered when creating the RFP. This was in the Board packet. Mr. Graziano said there was a lot of qualitative input. The person reporting said they will need a large meeting room, for concerts, movies and classes. Females from 30 to 55 years of age were the largest group responding. Generally the survey results were what was expected. Mr. Graziano summarized that most of the comments were about things that were not books. Dr. Gagnon suggested creating a book writers' club. Mr. Graziano said the next step is to take these things and add them to the RFP. Their original intention was to issue the RFP in April.

Discussion continued on the Grant, which is in Harrisburg now. Mr. Graziano said the longer it takes to come back, the more time they have to spend in the future. The schedule should still be in compliance with the Keystone Grant. An eight week turn around time was expected. Mr. Graziano would like to avoid moving too far into the summer for the architect selection (with summer vacation schedules). Mr. Graziano asked Ms. Skelly to keep everything on schedule. He then asked everyone to go over this with a fine-tooth comb and get their comments to him as soon as possible.

Ms. Hester discussed the newsletter. She met with Kelly Wells and Carol Simpson and discovered that a lot of the things that the Library Board wanted to put in the newsletter had already been published. The Library Board could do its own newsletter, they could piggyback with the Township, they could choose not to do a newsletter at all, or they could focus on one particular issue and send out a large postcard. The consensus of the Board is to piggyback with the Township when the Board decides to do a newsletter. If they piggyback with the Township on the newsletter that will go out in May, they have to have their information in by next week. Ms. Hester said a four-page spread can be done in May, July, August and November, or two-panel spreads those same times. Mr. Graziano said the primary focus should be informing the public about the capital campaign. He recommended an active marketing approach by continually reminding the people about the capital campaign and soliciting contributions. Mr. Martin cautioned the Board that the capital campaign committee is not yet ready for all of this information to be public. Ms. Hester said if they want to publish in the July newsletter, they have to have the information to Kelly by June 6, 2008. Mr. Graziano asked about the cost. Ms. Hester said if they piggyback off the Township and do the four-page spread, it will cost

\$3400.00 each time. Mr. Graziano suggested this cost might be a capital fundraising expense, which is a different budget than the operating budget. Mr. Graziano suggested publishing in July, August and November, and suggested discussing fundraising in July, programs/books in August, and spread out the topics over the three different issues. Perhaps July will be four pages and August and November will each only be two pages.

Mr. Graziano mentioned the capital campaign and said in the board packets there was a pledge form. He encouraged all Board members to complete a form and make a contribution to the Library by the next meeting. All forms should go to Katrina. He asked Katrina to pull all of the Board's pledges and give the total amount (anonymously) by the next meeting. He said generally the Board in an organization makes the first contributions. Pledge forms can be filled out, but he suggested not sending any money just yet; it's more important to make the commitment.

**Minutes of the last meeting:** A motion was made by Ms. Hester to approve the minutes of February 13, 2008, with the correction on page three under section title "Newsletter:" to insert the word "made" on page three; it should read "...the motion was *made* by Steve Bussanmas ...". Dr. Gagnon commented on the budget and the Board's decision that was made last month when he was absent where there was consensus and unanimous discussion on the importance of quarterly reviews with the consultant on strategic plans. There was not enough information in the minutes. He felt Katrina should be a participant in strategic planning and not the facilitator; that she should be part of the discussions, and not the facilitator trying to achieve consensus, which could have a negative affect. He really wants the Board to talk about this when they have more time and he abstained from voting on the approval of these minutes. Ms. Anderson responded that she volunteered only for the SWOT analysis portion of the strategic planning, and to record all of the input from the Board. Dr. Gagnon was glad to hear her comments. Mr. Graziano read from that section of the minutes: "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." Ms. Anderson said that portion of the minutes needs to be changed, that she will just do the SWOT analysis. Mr. Graziano recommended deferring approving these minutes until the next meeting.

Gary Graziano then passed around two get well cards for Larry Downing.

**Adjourn:** A **MOTION** was made by Ms. Skelly to adjourn the meeting. Ms. Hester seconded. The meeting adjourned.