

Manheim Township Public Library

Gary C. Graziano, AIA – President
David P. Miller, Esq. – Vice President
Mary Louise Hester - Treasurer
Linda C. Skelly, MLS - Secretary

Board of Trustees
A. Lawrence Gagnon, PhD
Richard M. Kerper, PhD

Robert V. Sabatelli – Ex Officio

Board of Trustees Meeting Minutes

Time: 7:04pm

Place: Manheim Township Municipal Building

ADMINISTRATION

In attendance: G. Graziano, D. Miller, M.L. Hester, R. Kerper, R. Sabatelli, L. Skelly

Minutes of Last Meeting: A motion was made by R. Sabatelli to approve the minutes of 4/18/07, D. Miller seconded. D. Miller noticed the position titles in the letterhead between himself as Vice President and G. Graziano as President had not been reversed. A second motion was made by L. Gagnon to amend the minutes to reflect the switch in positions and ML. Hester seconded.

Date of Next Meeting: Wednesday -June 13, 2007

Special Presentation: Conceptual Design Presentation presented by Martin Kimmel and Jim Bogrette of the Architectural Firm – Kimmel-Bogrette.

Special Presentation: Progress of Fundraising Market Assessment by Jennifer Silbert of Silbert Fundraising. Ms. Silbert reported she is halfway through her interviews and hoped to complete these by the end of May. She will then report back to us sometime in June. A Bridge Campaign will then proceed and it will take about 18 months for fundraising. She recommended that the building not be started until receiving 85% of the pledges.

PRESIDENT'S REPORT

Committee & Other Meetings: G Graziano requested that each sub-committee come up with a meeting schedule that will suit its members. These dates will then be incorporated into a monthly calendar prepared by L. Skelly. S. Bussamus recommended we begin tapping into the Friends List. He will highlight members that might be interested in the various committees and e-mail it to the board members.

TREASURER'S REPORT

2007 Operating Budget: Several changes were made by the Board in the 2007 Operating Budget presented by ML. Hester. A motion was made by L. Gagnon to accept a \$125,000 Operating budget for 2007 and a Development Budget of \$100,000.

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The motion was seconded by L. Skelly.

COMMITTEE REPORTS

Operations: Library Move and Operations Review - L. Skelly reported that the as of May 9, 2007 about 90% of the books had been transported by Manheim Township employees to the new location at 2121 Oregon Pike. Wall shelving was in place and volunteers were unpacking the boxes. Computers were set up and useable. Problems with the telephone lines were still being worked on and the phone was not yet in service. The opening on May 14, 2007 was still in place. Manheim Township Public Library employee salaries were shown to board members and changes in benefits that had previously been provided by Lancaster Public Library were discussed. Favor of motion to hire the staff at an increased rate did not carry. R. Kerper made a motion to hire with limitation to the next meeting. L. Gagnon seconded. It was agreed by all board members that a more detailed Agenda is needed for future meetings.

Library System of Lancaster County R. Sabatelli has been in touch with Susan Hauer and will be attending the System's Board Meeting on May 15, 2007. Sabatelli will also invite Hauer to attend the June 13 MTPL Board meeting to give a presentation lasting up to 45 minutes.

Finance: See above Treasurer's Report

Executive

Schedule of Activities – See above President's Report

Bylaws – A copy of MTPL Bylaws was provided to each board member by D. Miller.

Fundraising

State Grant Application – L. Gagnon reported on the ongoing status of the Keystone Grant Application. L. Gagnon expressed some concern with the Environmental Impact Study portion of the application and has asked the commissioners to provide in writing the exact site of the future library on the Overlook Campus. L. Gagnon also recommended not asking for an extension on awarding of the money and he is going to look into this further into our options if we are awarded the grant. It appears we are on track for getting the grant in to the State by June 1, 2007.

Promotion

Logo & website: G. Graziano and L. Gagnon have been meeting on a weekly basis to help create a website with the help of Richard Wood of Carletonwood Associates. G. Graziano showed the board members a sample of the future website and some of the possible features that could be incorporated.

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Berwood Yost at F&M is still working on the survey and hoping for further input from board members about any issues we think they should test for and any programming we feel is important.

OLD BUSINESS

None.

NEW BUSINESS

It was decided that time will be left at the beginning of each board meeting for the public to make comments on any items listed on the agenda. Any other comments from the public will have to wait until the end of the meeting.

Adjourn: A motion was made by ML. Hester to adjourn. L. Gagnon seconded the motion.