



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

Library Board

Steven Bussanmas  
A. Lawrence Gagnon  
Richard Kerper

Robert Sabatelli – Ex Officio

## Library Board Meeting Minutes

*Date: June 27, 2007 Time: 7:00 P.M. Place: Manheim Township Municipal Building*

### Administration

In Attendance: Board Members – G. Graziano, R. Kerper, L. Gagnon, M.L. Hester, L. Skelly, S. Bussanmas. Library Board Representative – R. Sabatelli.

Absent: D. Miller.

Minutes of Last Meeting: A motion was made by L. Gagnon to approve the minutes of 6/13/07. S. Bussanmas seconded. A revised motion was then made by R. Kerper suggesting that we only include trustee's names on the minutes and guests attending the meeting be asked to sign a guest book. L. Gagnon pointed out this new practice should begin at the next meeting. L. Skelly seconded. The motion carried unanimously.

Date of Next Meeting: Wednesday, July 11, 2007

Public Comment on 6/27/07 Agenda Items: None

### President's Report

Summary of Executive Session for Personnel regarding the Executive Director search: J. Martin will make preliminary screening calls to candidates to discuss their interest and determine appropriate next steps.

**ACTION:** M.L. Hester will re-advertise the position with adjustments to the way compensation is described.

**ACTION:** G. Graziano will prepare an outreach letter to contacts to be provided by R. Kerper to facilitate additional responses to the position advertisement.

3-year Schedule of Activities Update: S Bussanmas reviewed an 11-page "Plan Forward" recommendation for presentation to the Manheim Township Commissioners on July 9<sup>th</sup>. This plan is in response to Silbert Fundraising's presentation at the last Library Board meeting. The Library Board's proposed recommendation will be to have a four month blitz to raise public awareness after which Silbert will kick off a 12-15 month fundraising campaign ending in the 4<sup>th</sup> Quarter of 2008. This recommendation varies from Silbert's recommendation that we take 12 months to build public awareness. A shorter time frame for awareness-building is recommended because construction cost increases due to inflation would offset any additional funds raised as a result of a longer awareness-building period. The proposed schedule also presumes that in 3<sup>rd</sup> Quarter of 2008 we will begin design and construction, and that a bid package would be put out in the 4<sup>th</sup> quarter of 2008. Construction would then begin at the beginning of 2009. Opening of the building would be scheduled for the beginning of 2010.

Downsizing the program and the building may be necessary depending on the success of fundraising and the rate of rise in building costs. S. Bussanmas made a motion to take this recommendation to the commissioners. L Gagnon seconded. The motion carried unanimously.

**ACTION:** G. Graziano to provide an updated version of the 11-page “Plan Forward” revised to reflect an increase in site engineering and sitework costs.

### **Treasurer’s Report**

M.L. Hester reported that she has been in contact with V. Calhoun and there have been very few changes at this point in the operating budget. There is a current need for more staff at MTPL Library which will have an impact on the budget. Hiring a full time person rather than part-time may prove to be more beneficial in receiving future state money. A long-range study needs to be done to ascertain what the staffing needs of the library will be over time.

**ACTION:** The Operations Committee will provide a recommendation on the staffing needs of the library through 2008 by the August 11<sup>th</sup> meeting.

**ACTION:** By the end of the 3<sup>rd</sup> Quarter the Committee will outline current thinking on staffing requirements for the new library, subject to modification by the to-be-hired Executive Director.

### **Committee Reports**

Operations: Library Policy for MTPL Library. R. Kerper pointed out that according to professionals at the ALA Conference, we should not try to use an interim policy or as a Library Board write the policy. Instead, an outside consultant who has some expertise in the area, should be hired to provide us with a policy. At this time and for the Keystone Grant, we are adapting Lancaster Library’s Policy for our needs.

**ACTION:** R. Kerper will contact the former Director of the MLS program at Millersville to see if she would be available to act as a consultant.

Lancaster System of Lancaster County: John Bear will be attending our next library board meeting. R. Sabatelli suggested some alternative ways of raising funds used by some of the other libraries who are in the process of building or renovating. Sabatelli also reported that the LSLC is considering using a performance matrix to determine which libraries will receive matching funds.

**ACTION:** Sabatelli and the MTPL Board will actively support development of performance objectives for libraries.

Fundraising: Larry Downing asked for suggestions of people who could be contacted to form a Campaign Cabinet.

**ACTION:** Board members will supply Cabinet candidate names to L. Downing and G. Graziano before the next MTPL Board meeting.

L. Gagnon is working on getting out Thank You letters for all the people who wrote letters of support for the Keystone Grant and suggested we do the same for all of the MT municipal employees who lent their support. S. Bussanmas made a motion to send letters to the MT municipal employees and G. Graziano seconded the motion. The motion carried unanimously.

### **Promotion**

Logo & Website: The website needs to be up and running when we begin our four month blitz. And, we need letterhead, a newsletter template, and a PowerPoint presentation template.

**ACTION:** Graziano to solicit proposals for development for presentation to the Board.

Opinion Survey: G. Graziano shared the Board's comments with Berwood Yost of Franklin and Marshall and informed them we would not be releasing the survey until after the PR blitz.

FAQs: A final version will be needed by the July meeting.

**ACTION:** Board members send additional FAQs or revisions to current FAQs to M.L. Hester before the July 13<sup>th</sup> Board meeting.

**Old Business** – None

**New Business** - None

**Adjourn** – S. Bussanmas made a motion to adjourn at 10:00 pm. L. Gagnon seconded. The motion carried unanimously.