



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

Time: 7:00pm 9/12/07

Place: Manheim Township Municipal Building

ADMINISTRATION

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

Meeting was called to order at 7:06 pm and chaired by David Miller.

Minutes of last meeting: A motion was made by Steve Bussanmas to approve the minutes of August 8, 2007. Mary Louise Hester seconded. The motion was passed unanimously.

Date of next meeting: October 10, 2007

Public comment on 9/12/07 agenda items: None

COMMITTEE REPORTS

Operations:

Library Director's Report: Janet Bailey presented statistics showing increases in borrower activity and items checked out for the months of May through August, 2007. Door count for 2007 surpassed the 2006 figure. The library eliminated the 5:00-6:00 closing period during the week and is now open Mon.–Thurs. 10:00–8:00 and 9:00-4:00 on Saturdays.

Library System of Lancaster County: Robert Sabatelli reported the finance committee LCLS is now considering awarding MT Public Library a portion of the Municipal Matching Funds for 2007. The portion MT Public Library is being considered for would be based on the number of months the library as been opened as an independent functioning library. The amount will be announced at the next system's meeting. Larry Gagnon made a motion that upon receipt of the proposed money a letter of thanks be written to Glen Landis in appreciation for his support. The motion was passed unanimously.

Library Policies: A motion was made by Rick Kerper to pass the interim library policy manual. Steve Bussanmas seconded. The motion passed unanimously.

Promotion:

Community Days: A booth was operated by Mary Louise Hester and other board members to promote the MT Public Library on Sept. 8, 2007. Information about the library was provided along with numerous "freebies" and people were asked to sign a sheet thanking the MT commissioners for their support of the library. A used book sale netted \$50.00.



Update on MTPL website/Cimbrian: Gary Graziano reported that Cimbrian, the company retained by the LCLS for the purpose of maintaining the websites of the 14 county libraries, also provides each of these libraries with 16 hours of free service. A proposal, made by Cimbrian, to design a website to the board's specifications would cost \$12,000 and the proposal is valid for sixty days. A website address will be coming shortly and G. Graziano will send out a link to board members and wait for comments.

Update on stationary, etc: G Graziano is waiting on the graphics for the stationery and then a decision on whether to use the township's supplier or look for a different supplier will need to be made. L. Gagnon offered to check with a printer he knows who might do it at a donation/discount. The stationary will be on white recycled paper with the letterhead in grey and white.

FUNDRAISING:

Update on 4-month plan to raise awareness: S. Bussanmas reported that they are hoping to have shown the planned 20 minute power-point presentation to at least 30-35 different groups by the end of the year. At the end of each presentation, the audience will have the opportunity to sign a petition of support for the new library. Six teams headed by S. Bussanmas, D. Miller and volunteer John Furry, have begun contacting the various groups to set up times for the presentation.

Revised Development & Construction Budget: The fund- raising budget is now \$250,000. The budget is based on building a 21,000 sq.ft. library.

Silbert Fund Raising: David Miller offered to call Jennifer Silbert to find out what is being done to take advantage of the many grants that are available.

Additional Letters of Commendation: Included in each board member's packet.

TREASURER'S REPORT:

Mary Louise Hester reported that the 2008 budget has been approved by Manheim Township Commissioners. Steve Bussanmas explained that he had spoken with Valerie Calhoun about the "in kind" billing. The township will bill the library and the library will then pay them back. This should help increase state funding for the library.

PRESIDENT'S REPORT:

Benchmarking Study-Pittsford Public Library: Study provided in Board Packet. Comparisons between the Pittsford library and future plans for the Manheim Township Library were discussed.



Short-term Committee Objectives:

Friends Committee – S. Bussanmas reported that they have been unable to find someone willing to head the Friends of the Library. ML Hester pointed out that someone may step forward after hearing the power-point presentation. L. Gagnon suggested that the eventual library director may be able to find someone.

Marketing Committee – Jennifer Silbert is in the process of recruiting someone to lead the Marketing Committee.

Key Measures – G. Graziano presented a chart to measure library usage, etc. L. Gagnon pointed out that Janet Bailey, as interim director, should not be taking on any other projects and S. Bussanmas suggested it would be something the new Library Director would be able to handle. J. Bailey pointed out that many of the statistics are available through the Library System of Lancaster.

Board Report to MT Commissioners: See Report in Board Packet. Additional comments will be added.

Executive Session: (Board Composition, Executive Director, Objective-setting)

OLD BUSINESS: None

NEW BUSINESS & PUBLIC COMMENT ON OFF-AGENDA ITEMS: None

ADJOURN: A motion was made by Steve Bussanmas to adjourn at 9:37pm. Larry Gagnon seconded. The motion passed unanimously.