



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: October 10,, 2007*

*Place: Manheim Township Municipal Building*

*Time: 7:00pm*

### **ADMINISTRATION**

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

Absent – Gary Graziano.

Meeting was called to order at 7:13pm and chaired by David Miller.

Minutes of the last meeting: A motion was made by Rick Kerper to amend the September 10, 2007 meeting minutes. The word “interim” has been deleted from page one –Committee Reports/Library Policies. Larry Gagnon seconded the motion. The motion passed unanimously. A motion was made by Mary Louise Hester to amend a second item. In the Treasurer’s Report on page 2 –“ 2008 budget” has been corrected to read “2007 budget”. Steve Bussanmas seconded the motion. The motion passed unanimously.

Date of next meeting: November 14, 2007

Public comment on 10/10/07 agenda items: None

### **COMMITTEE REPORTS**

Operations:

Library Director’s Report: Janet Bailey presented statistics that showed a slight decrease in borrower activity from August to September 2007 but an increase in borrower activity when comparing Sept. 2006 to Sept. 2007. The MTPL Book Discussion Group met for the last time with Susan Bowser as their leader. The group will continue meeting with a different member leading the discussion each month. Janet reported spending a major part of her time in September placing book orders. A total of \$3,800 in book orders was placed.

Book Budget & Spending: Janet Bailey has continued ordering materials for the library having to date spent \$7,077.48 of the budgeted \$12,000. The cataloging department of LCLS has requested that each library purchase 85% of their materials by the end of October, so J. Bailey is making ordering a top priority.



Promotional & Recruiting Displays @ 2121 Oregon Pike: Not Discussed

Library System of Lancaster County Update: The Library System Directory will be available shortly for each board member. The Commissioner's Matching Check for \$30,700 is being drawn up this week. The Library System is drawing up new standards for the libraries as well as new by-laws. These will be made available to each library in the near future. R. Sabatelli also reported on the system's voting procedure - by state law each of the 14 member libraries within the system are given a vote when it is needed, but there is also a core voting membership of 7 libraries that is used when necessary to make a final decision. MTPL's turn as a core member will be next year.

Promotion:

Update on MTPL website: ML Hester reported (for G. Graziano) that we are waiting for the proposed revision from Cimbrian. G. Graziano feels it will most likely be more than the \$5,000 originally stated although not more than \$10,000 total and if needed the cost can be spread out over 2008. L. Gagnon expressed his disappointment that Cimbrian did not follow G. Graziano's instructions, but stated he is still willing to support the motion. A motion was made to request the commissioners to spend between \$6,000 to \$10,000 with Cimbrian for the development of a website. This money can be split between fiscal 2007 and 2008. L. Gagnon seconded. The motion was unanimous.

Update on status and costs for stationery and folder: G. Graziano reported in his absence that he is expecting stationary revisions soon from Roda advertising. L. Gagnon is still working on trying to get a printer to donate a portion of the work.

Discussion of a newsletter outline: Various ideas on a newsletter were discussed, including how often to send a newsletter out, how much it would possibly cost and would it be part of the township's newsletter or a separate mailing. It was agreed by board members to discuss this topic at a later date.

Fundraising

Update on 4-month plan to raise awareness: S. Bussanmas reported that there are now five teams to present a twenty minute power point presentation with around twenty slides. Each team has approximately five groups to make a presentation to and they are hoping to have reached each of the groups by January, 2008. A suggestion was made to present the program to the MT commissioners.

Fundraiser's Report: Jennifer Silbert provided her monthly written report.

Case For A New Library: Information included in packet. If anyone has suggestions or changes that need to be made contact Larry Gagnon.



### **TREASURER'S REPORT**

Status of funds from LSLC and follow-up action: ML Hester reported that the money coming from LSLC does not have to be spent this year. This money will go into the operating budget.

2007 Budget review: Has been approved and money is being spent. In kind services were again discussed.

### **PRESIDENT'S REPORT**

Executive Meeting: Postponed to end of the meeting

Sept-Oct Board Report to MT Commissioners- Provided in packet.

Friends: A number of names have been provided to L. Gagnon who might be able to provide the leadership needed for a friends group

Old Business: None

New Business and Public Comment on Off-Agenda Items: Rick Kerper will look into the possibility of applying for ALA Grants.

Executive Session – Met to discuss staffing.

Adjourn: A motion was made by S. Bussanmas to adjourn at 8:20pm. R. Kerper seconded. The motion passed unanimously.