



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: November 14, 2007*

*Place: Manheim Township Municipal Building*

*Time: 7:00pm*

**ADMINISTRATION**

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

Meeting was called to order at 7:11pm and chaired by David Miller.

Minutes of the last meeting: A MOTION was made by David Miller to approve the minutes of October 12, 2007. Mary Louise Hester seconded. The motion passed unanimously.

Date of next meeting: December 12, 2007.

Public comment on 11/14/07 agenda items: None

**COMMITTEE REPORTS**

Operations:

Library Director's Report: Janet Bailey presented statistics for the month of October. Holiday closures for staff will be as follows: October 21st, close at 5:00, Thanksgiving closed, December 24<sup>th</sup> close at 12:00, Christmas closed, December 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 31<sup>st</sup> close at 5:00. In accordance with fire regulations numerous materials considered combustible in the front entrance have been removed. Trimming of shrubbery around the outside sign has improved visibility from the road. New blue entrance and exit signs have been added. Several comments have been made by patrons about the "shabby appearance" of the library compared with the previous location. Staff and volunteers have been alerted to direct patrons to the plans for the new library and the list of frequently asked questions. It has been decided that the library will no longer be sending public faxes until further notice.

Book Budget & Spending: Janet Bailey has continued ordering materials for the library having to date spent \$11,753.07. Since a number of high school students were requesting classic Science Fiction titles for assignments, special attention this month was given to the genre of Science Fiction. Extra copies of the adult fiction titles for the 2008 MTPL book club were also ordered.

Library System of Lancaster County Update: The system is planning to take a salary survey of the fourteen member libraries in the hopes of being able to eventually hire and retain the most knowledgeable people in the field. In contrast to what was previously reported, Manheim Township Library will not be part of the core voting committee in



2008 (as stated in October minutes). The library, instead, will be part of the core voting committee in 2009.

In 2008, the library will receive 1,875 dollars in state aid – this is taking into account the library became independent in May, 2007. Full amount of state aid will not be available until 2010. New officers for the Lancaster County Library system have been chosen and will be in place as of 2008.

**Facilities:**

Benchmark construction costs: Jerry McCabe has benchmarked other construction projects and has provided us with comparative construction costs. We are middle of the road for construction costs and 20% smaller than the average size of libraries being constructed.

**Promotion:**

Update on MTPL website: Contract with Cimbrian has been initiated and they are revising the homepage. LSLC will be arranging to have board members trained on how to input content onto the site. Manheim Township Public Library's newly designed website should be up by the end of the year and e-mail addresses will soon be available.

Update on status, and costs for stationery and folder: Attachment included in board packet on various costs. Steve Bussanmas made a MOTION to empower Gary Graziano to order stationery and decide on details with costs not to exceed \$1,000.00. Linda Skelly seconded the motion. The motion passed unanimously.

Newsletter outline and to develop and publish: Newsletter costs were included in Board Packet. The first newsletter will cost approximately \$10,000 with the second costing approx \$7,000 and the intention of publishing twice a year.

Rendering costs for fundraising: Jennifer Silbert would like to have renderings to use in soliciting donations for naming rights within the library. To develop the the 3D model would cost approximately \$3,400. Eight color renderings would cost approximately \$10,600 not including mounting and B/W renderings around \$1,000 not including mounting. Views on the renderings would include Outside/Front, Lobby, Café/Bookstore, Program Hall, Children's Library/Story time Room, Reading Garden, Periodicals Room, Youth/Reference/Adult Stacks. To do all eight renderings in color would run just over \$13,000. A motion by Steve Bussanmas was made to commission the 3D base model at \$3,400. A decision will be made at a later date on the renderings. Gary Graziano seconded the motion. The MOTION passed unanimously.

Newsletter Outline: G. Graziano has supplied writing assignments to various board members/MTPL staff for the newsletter. Rick Kerper offered to edit the contents of the newsletter. Articles should be sent to R. Kerper no later than Dec. 15<sup>th</sup>.

Case For A New Library Document: Steve Bussanmas made a motion to approve the Case For A New Library Document subject to being edited by Rick Kerper. Rick Kerper



will edit and e-mail to each board member. A lack of objection will be deemed a positive response. Linda Skelly seconded. The MOTION passed unanimously.

Opinion Survey: A motion was made by David Miller to terminate the F&M Survey. Steve Bussanmus seconded. The MOTION passed unanimously. The decision was based on the general feeling that at this point in the development of the new library a survey is no longer needed

#### Fundraising:

Update on 4-month plan to raise awareness: Presentations are ongoing and already raising money. Church organizations have not been quite as receptive to the idea of a presentation, but the service clubs have been very interested. Steve Bussanmas thought it might be worthwhile to advertise in our newsletter and do a number of community presentations hopefully reaching people we might not otherwise.

Keystone Grant Application: A meeting is scheduled in the near future and then the final announcement will be made near to Thanksgiving.

Fundraiser's Report: See Jennifer Silbert's attached report.

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**TREASURER'S REPORT:** No changes at this time.

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#### **PRESIDENT'S REPORT**

Executive Meeting: Postponed to end of the meeting.

Vision, Goals Objectives, Strategies & Tactics: G. Graziano requested a motion to be passed on the first page of the "Visions" document included in the Board Packet. David Miller suggested the motion be passed but it be used as a preliminary document to be visited at a later date. Two amends were made by Rick Kerper – the removal of 2006 and the term branch when referring to the library. Mary Louise Hester seconded the motion. The MOTION passed unanimously.

Executive Director's Job Description and Initial Objectives: A motion was made by Gary Graziano to approve the 2007 Performance Objectives. S. Bussanmas seconded. The MOTION passed unanimously.

Oct-Nov Board Report & Annual Report to MT Commissioners- Provided in packet. A motion was made by Gary Graziano to approve the monthly report pending further documents. Objections will be made by e-mail within 48hrs. Rick Kerper seconded. The MOTION was unanimous. A second motion was made by G. Graziano to accept the Annual Report pending further documentation and again objections by board members will be made by e-mail within 48hrs. Rick Kerper seconded. The MOTION was unanimous.

Old Business: None



New Business & Public Comment on Off-Agenda Items: The topic of Lancaster Library's fundraising methods was brought up for discussion. It has been noted that while recently conducting a fundraising drive, Lancaster Library had including a number of Manheim Township residents in their mailing list. David Miller offered to draft a letter asking them to refrain from contacting Manheim Township residents in the future.

Executive Session – Met to discuss staffing.

Adjourn: A motion was made by David Miller to adjourn at 9:20pm. R. Kerper seconded. The motion passed unanimously.

cc:

S. Bussanmas  
L. Gagnon  
G. Graziano  
M.L. Hester  
R. Kerper  
J. Martin  
D. Miller  
R. Sabatelli  
C. Simpson  
L. Skelly

cc also:

K. Anderson  
J. Bailey  
L. DiPerna  
J. Silbert