



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: December 12, 2007

Place: Manheim Township Municipal Building

Time: 7:00pm

ADMINISTRATION

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

Meeting was called to order at 7:03pm and chaired by Gary Graziano

Minutes of the last meeting: A MOTION was made by S. Bussanmas to approve the minutes of November 14, 2007. D. Miller seconded. The motion passed unanimously.

Date of next meeting: January 9, 2008

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

OFFICERS' REPORTS

President:

- Jennifer Silbert's Report: J. Silbert has been meeting with the new Campaign Cabinet to discuss fundraising strategies including creating customized proposals for possible donors. The Campaign Cabinet has decided to meet on a monthly basis and between meetings J. Silbert will be corresponding with individual members and assisting them with their assignments. J. Silbert has also been researching the possibility of applying for a Kresge Foundation Grant and other green grants for construction. In order to apply for the Kresge grant the library will have to have a design team on board. Endowments and naming rights will be discussed at the next meeting.
- Announcement : New Executive Director – Katrina Anderson will be starting on December 31, 2007 as the Executive Director of the Manheim Township Public Library. A listing of first quarter performance objectives will be supplied to K. Anderson on Dec. 31st as well as a performance list for all of 2008.
- Nov/Dec Board Report to the Commissioners: See Board Packet.



- Appointment of Board Members & Election of officers in 2008: D. Miller suggested we elect officers for a one year term in order not to have a gap in leadership. A MOTION was made by S. Bussanmas that current officers continue to serve in their present positions for another year. L. Gagnon seconded. The motion passed unanimously.
- Facilitation Plan for January 2008 Strategy Session. Several facilitators are being looked into for the January 9th, 2008 meeting. G. Graziano delegated to D. Miller and L. Gagnon to select and engage a facilitator not to exceed \$500.00 for the date of January 9, 2008. S. Bussanmas made a MOTION for the above. M.L. Hester seconded. The motion passed unanimously.
- Town Meetings: Seven different presentations have been held throughout the community. A future town meeting will most likely be held at Manheim Township Library. S. Bussanmas will go about setting possible dates for future presentations.

Treasurer:

- 2007 Budget YTD Spend vs. Plan: Spending on materials has been less this year than what was allocated in the planned budget of \$158,000. With in-kind contributions from the township the budget is closer to \$188,000 and for state aid all libraries must spend 12% on materials. J. Bailey will look into spending the \$10,800 with the proviso that all invoices be received before the end of the year. L. Gagnon made a MOTION to spend the money listed on page 3 of the excel worksheet to get us to the approved budget of 2007. L. Skelly seconded. Motion passed unanimously
- 2008 Budget Review: Will be discussed at the next meeting.
- Update on plan for MT to invoice MTPL for in-kind services by 12-31-07. M.L. Hester will prepare a listing of the in-kind contributions on MT letterhead and make sure that the Director of Finance gets it as soon possible.

COMMITTEE REPORTS

Operations:

- Coordinator's Report: The Volunteer Thank You Coffee event was well received and enjoyed by those who attended. This month's book discussion was attended by thirteen individuals. MT Maintenance provided solar driveway lanterns to help patrons see the library. Removal of some of the shrubbery makes the library roadside sign more visible. Two members of staff attended a Reference Workshop. Reference Service at MTPL needs to be addressed – a computer



terminal away from circulation would be a start. Preparation for any upcoming bad weather has been made. Tax forms will be arriving shortly. Approximately 250 new books have been processed and are on the shelves. \$1,500 worth of materials was ordered for November.

- Library System of Lancaster County Update: The Library system will hold its annual meeting on January 15, 2008. The meeting will include election of officers for 2008, a presentation of the Trustee of the Year Award, the new Library Staff Recognition Award and the program "Web 2.0". The Author Luncheon will be held April 10, 2008 and author Laura Lippman will be the guest speaker.
- LSLC Agreements: Have now been signed.
- Office Area for Executive Director: Still under discussion.

Facilities:

- Update on 3-D Drawings: Kimmel-Bogrette is working on 3D drawings.
- Update on Cost Benchmarks: Pequea Library has been added to the Benchmark Chart.

Promotions:

- Opinion Survey: Has been canceled.
- Executive Director Announcement: Was publicized in both the daily and Sunday newspaper.
- Website Graphics, Streaming Feeds, Taxonomies & Training: An example of the homepage for the website was shown in paper form. Suggestions included making "Online Catalog" and "My Account" more visible.
- Update on Graphics and Costs for Stationery, etc.: Examples of the stationery were displayed.

Fundraising:

- Update on Awareness Campaign: A Thank you letter was sent by G. Graziano to the Kiwanis Club.
- Keystone Grant Application Activity Update: An appointment with the state office officials went very well.

Old Business: Letter to Lancaster Library has been drafted by D. Miller. L. Skelly will put on letterhead and await G. Graziano's signature.

New Business & Public Comment on Off-Agenda Items: None

Adjourn: A MOTION was made by S. Bussanmas to adjourn the meeting. L. Gagnon seconded. The meeting adjourned at 9:40 pm.



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