

**Minutes of the Manheim Township Public Library Foundation Board**  
**Wednesday, June 26, 2013**

The meeting was called to order at 5:35 p.m. by Jim Martin, Board President. Attendance was taken and a quorum confirmed. In attendance: J. Martin, J. Renninger, S. Lapp, G. Pasewicz, A. Miller and K. Anderson.

Minutes of Prior Meeting (May 2013) unanimously Approved. J. Renninger (motion)/J. Martin(second).

**Current Business Discussed:**

Director's Report: presented by Katrina Anderson, Library Director. It was communicated to the Board that the Library functions are understaffed due to the volume of users and activities. Recruiting and Retention of personnel for the open part-time positions is difficult as candidates are seeking full-time with benefits.

**Finance Committee Discussed:**

Annual Golf Outing details and recognized the need to obtain a cost figure for "dining only" option.

J. Renninger lead review of the revenue report including the general fund and capital reserve fund.

K. Anderson announced that Appeal Campaign has been mailed.

Facilities Management Policy: J. Renninger (motion) to approve the revised Facilities Policy, S. Lapp (second), Motion passed - unanimously approved.

**New Business Discussed:**

Facility Rental Agreement discussed and K. Anderson explained that the Manheim Township Recreation Dept. is managing all rental agreements and billing processes. Issue raised as to whether rentals should still be reflected in this Board's budget. Discussion that solution is to itemize staffing costs in order to reflect usage and need for Library personnel to be on site during Rental Periods. Fee Schedule discussed which will be effective January 1, 2014. Requirement for Certificate of Insurance by Lessee discussed and acknowledged as standard in MT. J. Renninger (motion) and A. Miller (second) to accept the proposed Facilities Management Rental Policy. Motion Passed - unanimously approved.

**Educational Improvement Tax Credit Discussed:**

Benefits of the EITC discussed by Board and proposal to pursue for next year. K. Anderson will begin working with Library Staff to complete the application.

**Capital Improvement Project Discussed:**

Book Drop is too high to access from a car. Considering reconfiguration.

Motion (J. Martin) Second (J. Renninger) to Cancel July 2013 Meeting due to vacations and scheduling issues. Motion unanimously passed.

**Meeting Adjourned at 6:40 p.m.**