

## Minutes of the Manheim Township Public Library Foundation Board Meeting Wednesday, July 23, 2014

The meeting was called to order at 5:40 PM. Attendance was taken and a quorum was confirmed.

In attendance : D. Ferruzza, S. Lapp, J. Martin, A. Miller, G. Pasewicz, S. Mecum (Twp Liaison), K. Anderson (Library Director).

### Public comments on the agenda

D. Ferruzza asked if a discussion about developing a “council of township boards” could be added to the agenda. He suggested that such an entity would improve communication and coordination among township operations. K. Anderson responded that the department directors meet regularly. She will provide notes from these meetings.

### Minutes of prior meeting

Corrections to June 25, 2014 minutes included:

- Signage: K. Anderson will work at the staff level. J. Martin will coordinate with Parks and Rec Dept.
- Personnel: K. Anderson will keep in mind candidates for the Board, not for library staff positions.

J. Renninger made a motion to accept the June 25, 2014 minutes as amended. A. Miller seconded the motion. The motion was unanimously adopted.

### Current Business

The Director’s June Activities Report was presented by K. Anderson. Important points included the astonishing popularity of the library. The library is averaging approximately 100 visitors per hour, which stretches staff resources. The parking lot is regularly at capacity.

The crowded parking lot led to Board discussion about possible solution. Use of the area closer to the 9/11 Memorial would require construction of a walkway from the area to the library. Another idea is to expand the library’s parking lot. Katrina will continue to make Twp aware of the challenge.

A. Miller made a motion that the Board direct K. Anderson to include in the annual Capital Improvement Plan a request for the improvement of the existing parking area at the 9/11 Memorial to serve as library parking overflow, and construction of an ADA compliant pathway leading from the memorial to the library; and further, that the Board direct K. Anderson to propose to the Department of Parks and Recreation that both entities request funding for the project from the Overlook Foundation Board.

The motion was seconded by J. Renninger. The motion was adopted unanimously.

### Standing committee reports

*Facilities.* Garden maintenance is done by a new Township employee and member of MT Habitat.

D. Ferruzza asked if the parking lot Book Return box, built too high, could be shortened by cutting. K. Anderson suggested that they look at it to see if that would be possible.

*Finance.* Approximately \$42,000 is in the library's escrow account. The Township requests that money be moved into the library's Township account. J. Renninger recommended that the Board leave \$10,000 in the escrow account and transfer \$32,000 to the library's general fund account.

J. Renninger made a motion to make the transfer. A Miller seconded the motion. The motion was approved unanimously.

### Old Business

*LSLC Gift Acceptance Policy.* The Board discussed the proposed policy; unresolved concerns recurred. Presently, the LSLC seeks an up or down vote from each member library's board, without consideration for comments, questions, or revisions. It was noted that the LSLC could conduct fundraising activities within the library's service area without the Boards acceptance of the new policy, in which case the library would not receive a portion of any money raised therein. By accepting the policy, the Board would be assured of receiving at least some money.

Given the available information, the Board could not determine how the policy would affect the library's future fundraising efforts.

J. Renninger made a motion that the Board approve the LSLC Gift Acceptance Policy, subject to the Board's ability to confirm that previous or current donors to the MT Public Library are not included in the policy's definition of "donor," and that K. Anderson can sign the policy without further approval from the Board provided that she is satisfied with the LSLC's response to the Board's concerns.

A. Miller seconded the motion. The motion was adopted unanimously.

*Signage update.* D. Ferruzza, A. Miller, and G. Pasewicz had been appointed previously to discuss signage ideas with the Parks & Recreation Board; they can proceed.

*MTPL Strategic Plan.* Is on the To-Do List.

*Fall Appeal letter.* The Board previously decided to send the annual letter before September. K. Anderson had drafted a letter. A. Miller will proofread and revise it as needed and distribute it to the Board for its review.

*ExtraGive.org.* The event will occur on November 21, 2014. K. Anderson will send more information when it is available. Participating organizations are each allotted a page in the Extraordinary Give's promotional book. K. Anderson plans to submit a list of what donations will buy for the library.

Repeated e-mail blasts with a tie-in to books may augment library patrons' interest in the event.

*Handbag Bingo.* February 6, 2015 is the tentative date for the fundraiser. Board members will seek handbag donations.

#### New Business

*Fast Pencil.* The library's cost was \$1,000 for the self-publishing service that will allow patrons to upload to the cloud their writing, and allow sharing and collaborations. Interested patrons can sell their work on their own websites, via a link provided by *Fast Pencil*, for a fee of \$9.99.

*Freegal.* Freegal provides downloadable and streaming music and streaming movies. Currently, "authentication" is being established so that the service is available only to MT library patrons.

*Capital Investment Plan.* K. Anderson will submit a full list of projects to the township.

*Buffalo Wild Wings fundraiser.* The Board needs to pick a date for a fundraising event at the restaurant, which will donate 5 percent of the event's sales. The library will advertise the event through flyers, email, and website. It was recommended that the event occur no later than September so as to take advantage of the outside deck, which attracts customers.

*Antique appraisal fundraiser.* A new fundraising idea is to hold an antique appraisal. It will probably occur next year.

#### Miscellaneous

K. Anderson's attendance at the Lancaster Chamber of Commerce and Industry was a success. She networked successfully and made great contacts. She asked the board if the library should renew its membership for \$280 and thereby accrue the benefits of membership.

G. Pasewicz made a motion to renew the membership. A. Miller seconded the motion. The motion was adopted unanimously.

#### Adjournment

The agenda having been completed, D. Ferruzza made a motion that the meeting adjourn. J. Renninger seconded the motion. The motion was adopted unanimously and the meeting adjourned at 7:10PM.

Respectfully submitted,  
G. Pasewicz, Board Member.