

Minutes of the Manheim Township Public Library Foundation Board Meeting
Wednesday, April 22, 2015
DRAFT

The meeting was called to order at 5:30 PM by A. Miller.

Attendance was taken and a quorum was confirmed.

In attendance: K. Anderson (library director), D. Ferruzza, D. Labezius, R. Manix, A. Miller, J. Renninger, L. Slaymaker.

Board members absent (by prior arrangement): G. Pasewicz,

Representative of Manheim Township Commissioners: Samuel Mecum

Member of Public in Attendance

Mary Jo Schimaneck, Chair of Friends of the library and Co-Chair of the annual book sale. The discussion focused on the annual book sale and the new co-chair. Also discussed was the book sales through Amazon. It was noted that the researchers who determine the value of books perform an important service. The fall book sale is from September 15 through 17. Setup is on September 14th.

Minutes of the prior meeting: D. Ferruzza made a motion to accept the minutes of the prior meeting. R. Manix seconded the motion. The vote to adopt the motion was unanimous.

Current business:

Director's March Activities Report (Anderson)

The board reviewed the director's report.

- There was a discussion on how best to format the financial section of the report. R. Manix will work with K. Anderson on the format for the next meeting to present a more effective narrative.
- It was noted that Staff Expense YTD 2015 was behind what was spent in the comparable period in 2014. K. Anderson felt the lag would be made up in the summer months when two temporary part-time staff are added, and during the remainder of the year. She will verify this for next meeting
- The library needs a new server and cloud backup support as the Lancaster County Library System has discontinued certain support services. The cost would be around \$20,000. K Anderson is negotiating cost of a new server and back-up options.
- It was noted that in the Chart of Monthly Info, Outbound and Inbound crates referred to books sent to and received from other libraries.
- The Teen Advisory Board hosted the principal of Manheim Township High School at its February meeting.

Standing Committee Reports:

Facilities Committee (Anderson)

- Katrina's application for a part-time (20 hrs/wk) custodian from the Office of Aging was granted. He will be tasked with janitorial duties over and above those which the Manheim Township custodians are able to provide. This service is greatly appreciated and costs the Township nothing.

Friends Group

- As previously noted, the Friends have a new co-chair for the book sale. Greatest need for the book sale is for setup and cleanup. The library uses inmates from the County to assist in this.

Finance Committee (Renninger)

- No update. Township will close out unfulfilled pledges on capital campaign.
- Motion: That the Library Capital Campaign accounts receivable currently tracked on the Overlook Community Foundation books will be waived and that the balances on the accounts can be removed from the Overlook Community Foundation books. Any funds which are given in the future toward the Capital Campaign used for construction of the MPTL building will be treated as donations toward the operation of the MPTL library.

Old Business

Strategic Planning

- K. Anderson has developed a draft strategic plan. Goal 4, which needs development, is to secure stable and sufficient funding from the community and businesses.
- A discussion of funding need ensued.

Fund raising

- A fund raising social is preliminarily planned for June. K. Anderson will develop an invitation list and an invitation.

Parking

- The lack of adequate parking continues to be an issue.

New Business

Rotary Club Grant Application

- The library will be applying for a grant of \$1,500 from the Lancaster Northeast Rotary Club.

Laptop Lending Policy

- A new lending policy for laptops within the library will be circulated to the board.

Adjournment

- R. Manix made a motion to adjourn the meeting. D. Ferruzza seconded the motion to adjourn. The motion to adjourn was unanimously adopted at 7:26 PM.

Next Meeting

- The next meeting will be May 27, 2015 at 5:30 PM.

Respectfully submitted,

R. Manix, Director