

## **Manheim Township Public Library Foundation Board Meeting Minutes July 22, 2015**

The meeting was called to order at 5:30pm by Board President Adrienne Miller.

Attendance was taken and a quorum was confirmed.

In attendance: K. Anderson (library director), D. Ferruzza, D. Labezius, A. Miller, R. Manix, S. Mecum (MT BOC liaison), G. Pasewicz

Absent (by prior arrangement): J. Renninger, L. Slaymaker

### **Public comments on the agenda :**

None

**Minutes of the prior meeting** : A typo in the prior meeting's minutes showed the incorrect date for today's meeting. It was corrected from July 15 to July 22. Mr. Labezius made a motion to approve the prior meeting's minutes as amended. Mr. Pasewicz seconded the motion. The motion was unanimously adopted.

### **Current business :**

#### Director's July Activities Report

- Staff costs continue to run below budget. Two new part-time employees were hired to fill staff vacancies. One has been hired; the other is awaiting approval of the MT Manager.
- Board members continue to receive compliments on the good performance of library staff.
- The library's Morgan Center hosted a WGAL Town Hall Meeting.
- Ms. Anderson submitted a report in compliance with the Senior Spaces grant that had been awarded through the Pennsylvania Department of Education.
- The library continues to be extremely busy, with great new programs scheduled and tremendous opportunities available to the Manheim Township community.

### **New Business**

The 2016 capital budget request is due to the MT BOC by August 14, 2015. Ms. Anderson is preparing it. Highlights of the budget request include:

- the purchase of 10 new desktop computers and 10 laptops, which had been postponed from the 2015 budget when funds were instead used to purchase servers related to the RFID materials security system;
- the purchase of LED lamps for overhead lighting to replace the existing CFLs, which have been unreliable and costly;
- removal from the CIP list for an outdoor shed, a power cart to move books from the return box in the parking lot, a larger exterior door and the study

**Manheim Township Public Library Foundation Board Meeting Minutes July 22,  
2015**

for overflow parking, as these had been pushed out into the indefinite future.

The 2016 operating budget request is due August 25, 2015. Ms. Anderson will present it at the August 28, 2015 MT BOC meeting.

- The operating budget request will include funding for a part-time technical services assistant who will prepare materials for the shelf, which includes linking the cataloged record, preparing and adhering labels and covers, tracking periodical delivery, repairing materials, keeping stats of online database usage, etc.

## **Old Business**

### Strategic planning

- The board continues its work on the library's strategic plan Goal 4: "Sufficient, Secure, Sustaining Funding."
- Ms. Anderson will send an email to board members to schedule a date and time to meet for discussions specific to the strategic plan.

### Fundraising social event

- Event is scheduled for October 16, 2015.
- The board reviewed a draft invitation
- The invitations will be sent out the week of August 24, 2015. The RSVP date is October 9, 2015.

## **Standing Committee Reports**

### Facilities Committee

- Ms. Anderson reported that two new book return boxes for the parking lot would cost about \$11,000. Mr. Ferruzza suggested that the existing boxes could be suitably modified for a lot less money. He and Ms. Anderson will discuss prior to submitting the 2016 capital budget request.
- Ms. Anderson discussed with MT Code Compliance finishing the basement restroom, which has not been usable since the library was constructed. She will need to meet with Zoning, as well. MT officials are concerned that, in order to comply with code and zoning ordinances, the library might have to increase the size of its parking lot.

### Friends Group

- Board members ought to be present each day of the annual book sale.
- A Sign-up Genius email has been sent to potential book sale volunteers.

### Finance Committee

- No report

## **Miscellaneous**

The library's policy on child abuse clearances is on hold pending the MT Parks & Recreation Department's policy decisions.

The MT BOC approved payment for all library staff clearances.

RSVP: "Retired & Senior Volunteer Program," sponsored by the Corporation for National & Community Service, provides federal funding to reimburse fuel and insurance expenses of senior citizen volunteers. Ms. Anderson is exploring the possibility of establishing a program to deliver books and other services to shut-ins in the MT community.

**Adjournment**

Mr. Ferruzza made a motion to adjourn the meeting. Mr. Manix seconded the motion. The motion to adjourn was unanimously approved at 6:50pm.

**Next Meeting**

The next meeting will be August 26, 2015 at 5:30PM.

Respectfully submitted,  
G. Pasewicz, Secretary