

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, A. Miller, R. Manix, S. Mecum (MT BOC liaison), G. Pasewicz, J. Renninger, L. Slaymaker

Absent (by prior arrangement): D. Labezius

**Public comments on the agenda :**

No public comments. Members agreed to add a discussion of how the board can build a stronger relationship with the MT BOC.

**Minutes of the prior meeting :** J. Renninger made a motion to approve both the September and October meetings minutes. Richard Manix seconded the motion. The minutes were unanimously approved.

**Current business :**

Director's October Activities Report

- Both the library's and township's computer servers had been upgraded.
- Performance vs. Budget—the board discussed the variance between 2014's YTD revenue and 2015's YTD revenue. Library revenues look good:
  - Used book sales are up 51 percent
  - Facility rental revenue is up 86 percent
  - State & county aid are up 26 percent
- The board thanked R. Manix for hosting the library's 5<sup>th</sup> anniversary party.

**New Business**

- Operating Budget: K. Anderson's presentation of the library's operating budget request went well.
  - The BOC had questions about how the library could ensure that priority be given to MT residents for access to services and programs. Both the BOC and library board want to ensure that MT residents are not denied access to programs and services because non-residents are filling available slots.
  - Members discussed the matter at length and sought ways that would maintain the library's level of service while giving priority to township residents. It is understood that the budget may not be able to sustain the current level of programs; the library may have to either cut programs or increase revenue.
  - K. Anderson agreed to look into the matter.
  - The board discussed the benefits of having a fundraiser position on library staff.

- Clearances for staff and volunteers: the library is waiting to see how the Parks & Recreation department sets its procedure for filing necessary paperwork.

### **Old Business**

- Annual Appeal letter: Annual appeal letters were sent to donors on November 1. No pledges had yet been received. It was agreed that next year the letter will be sent in September. Members discussed the timing and appropriate manner to follow-up to letters.
- Extraordinary Give: Last year's donors were reminded with a simple email to donate to this year's event and card applicants within the past 2 years were added to the e-mailing list.
- Coffee Station coffee shop will donate 50 percent of its sales from Noon-3:00pm on November 20 (as an ExtraGive online donation) to the MTPL.

### **Standing Committee Reports**

#### Facilities Committee

- The outside book return box should be finished this winter. Materials and labor are being donated by J. J. Stoner Mechanical, Inc.

#### Friends Group

- The Friends Group sold 1,555 books to date via Amazon.com for slightly less than \$30,000. This is a YTD increase of \$10,000 over last year.

#### Finance Committee

- The library's portion of the Lancaster Community Foundation Fund decreased from \$134,000 to \$127,000 because of market conditions.
- R. Manix and K. Anderson will work together on the financial report for next month's Director's Activities Report.

#### Personnel Committee

- The board needs to fill two positions that will be vacant as of January 1, 2016. The board discussed what it should look for in candidates.

### **Adjournment**

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

### **Next Meeting**

The next meeting will be December 16, 2015 at 5:30PM.

Respectfully submitted, G. Pasewicz, Secretary