

Minutes of the Manheim Township Public Library Foundation Board Meeting

Wednesday, August 24, 2016

The meeting was called to order at 5:31

Board members present- Adrienne Miller, Laura Slaymaker, Elizabeth Brown, Joan Bohan, David Ferruzza, Dan Labezius, Richard Manix, and Library Director Katrina Anderson.

Agenda Review- No changes were made.

Prior Minutes- Minutes were reviewed. Elizabeth requested clarification of the amendment she had made. Minutes will also be revised to show when discussion of Brad Rutter donation is covered. David also offered some grammar correction and some minor edits. Laura motioned to accept the minutes as revised. This was seconded by Betsy and approved.

Current Business:

Review of Director's Report

- Fewer attendees due to the fact that many of the programs offered were of the type that were limited in capacity, rather than more with large audiences (movies, for example).
- Use of wireless network has increased. This may create a positive impact on the funding formula as it relates to 2018.
- Expenses this year are at \$391 k, increased from \$319 k in 2015. Primarily related to staff costs, part-time technical position. Also note the 10% decrease in volunteer hours.

New Business

Budget items

- 2017 budget being developed
- HVAC costs will be up
- Postage will increase in part due to the processing of passports
- A required more thorough Sprinkler system inspection will occur in 2017 further increasing costs for that year.
- Suggestion was made to budget for a full-time youth services manager, a part-time role to assist in fundraising and another part-time role to assist with passport processing. Motion made by Richard, 2nd by Joan. Motion passed.

Annual Appeal Letter

- Goal is to make it as easy as possible to donate.
- Online link for donations will be noted.
- Move away from post card to a more traditional letter format.
- Will be mailed in September, Elizabeth will start working on this initiative.

Old Business

- 2016 Fundraising Plans and Ideas
 - Date will be changed from 11/5/16 due to several other fundraisers taking place that weekend. New target date will be for last week of April in 2017.
- Strategic Plan- Reviewed by Board, will be reworked to consolidate certain segments. David suggested changing “Our Action Steps” to “Our Goals”. Motion was made by Richard for design consultant to assist and for printing to occur. 2nd by Laura, motion passed.

Standing Committee Reports

- Facilities Committee-The drive up book return will be lowered in September.
- Friends Group- Received positive feedback from customers.
- Finance Committee- Authorization to move funds was signed.
- Personnel- David agreed to serve on the Board for another three years.

Miscellaneous

- Thank you letter for Brad Rutter regarding donation he made for e-books
- On October 11, 2016 there will be an author event at Bent Creek to benefit the library system.

Adjournment

Joan made a motion to adjourn the meeting. Richard seconded the motion. The motion to adjourn was unanimously approved at 7:01 pm.

Next Meeting

The next meeting will be September 28, 2016 at 5:30 p.m.

Finally submitted, Dan Labezius, Secretary