

Minutes of the Manheim Township Public Library Foundation Board Meeting Wednesday, September 28, 2016

The meeting was called to order at 5:33 PM. Attendance was taken and a quorum was confirmed.

In Attendance: D. Ferruzza, R. Manix, E. Brown, L. Slaymaker, A. Miller, and K. Anderson (Library Director).

Public comments on the Agenda - none

Minutes of August Meeting

D. Ferruzza made a motion to accept the August minutes. R. Manix seconded the motion. The motion was unanimously adopted.

Current Business

- The Director's August Activities Report was presented by K. Anderson. The revenue indicates a negative variance year to date only because the profit from the Friends of the Library Annual Used Book Sale held in the beginning of the month has not yet been transferred to the Library account. Contributions are down because the Annual Appeal letter has not yet been released but it will be mailed by the first week in October. The revenue is below year to date budget for a couple of reasons. The Staff expenses year to date are less because vacated positions have not yet been filled. Also the databases are paid for in the last quarter. The Highlights of the Activities Section of the Report included the fact that the Teens are developing a program for 3D printing. The adult summer read was well received.

Old Business

- Funds Transfer: Discussion was held regarding the request by Manheim Township Manager's office to have the Board transfer Foundation Funds to the Manheim Township General Fund. A recommendation was made by K. Anderson who, as the Director of the Library, sees a great need for an improved website for the Library. She and R. Manix will be meeting with Lois Morgan, donor of the available funds to discuss this recommendation and seek L. Morgan's acknowledgement that such a use of the funds meets her stated restrictions that the donation be used for program costs. K. Anderson will send each of the Board Members a description of the various accounts.
- Budget: The Capital Improvement Budget was submitted by K. Anderson to the Township and it included a budget for the costs of re-staining of the wood beams on the outside of the Library building, repainting, replacement costs for four RFID reader kits and twelve new computers. The Operating Budget and proposed Staffing Plan for 2017 was explained by K. Anderson and it was noted that the request to make the Youth Services Manager a full time position has been made. Also two new part time positions have been requested: Passport Agent, and Fundraiser or Development Manager. K. Anderson is also seeking merit raises for five of the Library Staff. Two staff positions remain open.
- General Appeal: The 2016 General Appeal letter was drafted by E. Brown, signed by the

Board President, and has been sent to the printer. It will be mailed to approximately 1,791 patrons with an estimated cost for postage of \$1,707.

- Lancaster ExtraGive: An ExtraGive Strategy is being prepared by D. Ferruzza with suggested email language for Board members to use to get the word out and encourage giving during the ExtraGive.

New Business

- Spring 2017 Fundraiser: John Palm presented to the Board a Night At the Races Proposal which included a description of the event and details on how the fundraiser is managed and results other non-profits have had from the event. The Board took the details under advisement for discussion at the next meeting. R. Manix described to the Board a fundraiser he had attended for C.A.R.E. which used a game format of Trivia Pursuit contest and mystery raffles.

Adjournment

The agenda having been completed, the meeting was adjourned.

Respectfully,
Adrienne Miller
Secretary Pro Tem