

## **Minutes of the Manheim Township Public Library Foundation Board Meeting**

Wednesday, November 30, 2016

The meeting was called to order at 5:32

Attendees -Katrina Anderson, Adrienne Miller, Laura Slaymaker, Elizabeth Brown, David Ferruzza, Dan Labezius, Richard Mannix, Sam Mecum

Absent- Joan Bohan

### **Call To Order**

**Public Comment-** None offered as no member of public present

**Agenda Review-** No changes were made.

**Prior Minutes-** Change “Members Present” to Attendees to more accurately reflect Sam Mecums attendance. Richard motioned to accept the minutes as revised. This was seconded by Laura and approved.

### **New Business:**

- **2017 Holidays and Closing Calendar-** Board was presented with three different options. Motion was made to accept option #3 by David and seconded by Laura. This was approved.
- **Café Policy-** Signs were posted on the tables in the Café that they are reserved for customers. The Board supports this policy.

### **Review of Director’s Report**

- Reviewed financials. YTD actual amount of MT General Fund shows \$389,615. This should be \$284,108.
- The variance in contributions of \$42,441 was explained as not including the incoming Friend donation as well as the \$20,000 approved by the Board in the last meeting from the transfer of funds.

### **Old Business**

- Results of the ExtraOrdinary Give were reviewed by David. In 2014 we received \$8,561, in 2015 it was \$9,871 and 2016 it was \$11,166.
  - The question was raised if we should increase the amount of time between ExtraOrdinary Give and the Fall Appeal we make.
- Spring 2017 Fundraiser- The Barn is available for 4/22/17 and the owners will graciously allow us to use it at no cost.
- Transfer of additional funds were discussed. This topic was tabled so that additional clarity can be provided before deciding.

- Website Updates- Original quote for moving to new platform was \$23,000. This will be reduced to \$6,000, \$10,000 or \$14,000, depending upon amount and complexity of work required. Company leading this initiative is YIKES.
- Book Drop- Will look into purchasing a new one in the Spring as it is closed over the Winter months. It needs to be lower.

### **Standing Committee Reports**

- Facilities Committee-Received a thoughtful letter from a regular user of the Library around how the entry door functions. It is difficult to segment the entry way due to pallets of books that need to be brought into the building. Complete Door and Access will look at the current setup and offer solutions if possible.
- Friends Group- None.
- Finance Committee- None.
- Personnel- Reviewed the Succession Plan of the Library.

### **Adjournment**

David made a motion to adjourn the meeting. Dan seconded the motion. The motion to adjourn was unanimously approved at 6:57 pm.

### **Next Meeting**

The next meeting will be January 26, 2017 at 5:30 p.m.

Finally submitted, Dan Labezius, Secretary