

MINUTES

MANHEIM TOWNSHIP PUBLIC LIBRARY FOUNDATION

Wednesday, April 26, 2017

The meeting was called to order at 5:45 pm.

Present were: Executive Director Katrina Anderson; members Adrienne Miller, Joan Bohan, David Ferruzza, and Laura Slaymaker. Development Manager Tim Smedick.

Absent Members: Elizabeth Brown, Daniel Labezius, and Richard Manix.

Public Comment: There were no members of the public present.

Agenda Review: The agenda was accepted as presented.

March Minutes: Minutes of the March 2017 meeting were presented and accepted after a motion was made by L. Slaymaker, and seconded by D. Ferruzza.

Current Business:

Director's Report: K. Anderson reported the following:

- MT has not yet completed closing March's books so financials are not available.
- New website is up and running—a few glitches—staff working with the public to problem solve. Developers are continuing to work on some areas. There have been no complaints from patrons regarding being unable to register or “get in” to an event or class.

New Business:

Development Manager Report: T. Smedick—Some highlights are as follows:

- Top idea—establish a business/social/community organization.
- Perhaps an event/mixer/breakfast meeting to share what the Library has to offer.
- Also, co-chairs for the annual fund—influential people in the community

-T. Smedick also reported that businesses have expressed interest in the Educational Improvement Tax Credit (EITC) grants. Additionally, the Emerald Foundation is interested in establishing a business partnership.

-D. Ferruzza and T. Smedick are meeting with representatives from Elizabethtown College to discuss “Power of One Day” one-day on-line giving initiative.

-Isaac's Community Night is May 18, 2017.

-Volunteer appreciation event is May 18, 2017. Funded by MTPL's special events budget; Board members are requested to be present

Old Business

Night at the Races: Reported by A. Miller: Revenue=\$8,176.00; Expenses=\$6,069.01; net proceeds \$2,106.99. A. Miller shared the letter she sent to the commissioners explaining 10 reasons why "A Night at the Races" was a success. Event is being referred to as a "friendsraiser."

D. Ferruzza requested a debriefing for the event and offered suggestions: Larger greeting area. Better organization of the handouts, all of which were needed by those who attended. Promote "purchasing" more horses. Money/funds security requires MTPL Treasurer be present for the entirety of the evening, especially including end-of-event counting of revenues.

Director Search Update: K. Anderson gave her retirement notice in early April, effective as of July 1.

Standing Committee Reports

Facilities: D. Ferruzza reported concerns: Signage issue for Granite Run/Fruitville Pike. Landscaping. Better lighting needed for the first bookshelf, on the left, upon entering the Library.

Facilities updates: Diamond painters will be restaining/repainting exterior wood as well as some interior touch-up work. The stain will be an upgrade. This work will be financed from the capital budget. RFID readers (5) replacing aging devices at the circulation desk and check-in stations. The last 10 of the original 30 computers will be replaced. It is a possibility that only 8 of the computers will be replaced and the additional 2 spots would be "parking spaces" for Bring Your Own Device (BYOD) patrons. Staff computers need to be replaced as well. Funds have been budgeted for all of the aforementioned technology needs.

Do we have a live shooter plan? Yes, it is in the MTPL Emergency Management Plan.

Friends'/ Amazon Account: MTPL Friends sell many donated books through Amazon. Easy access to the Amazon account is still a struggle. MTPL is working with the Township to seek a solution. While a solution is being addressed, it is "slow going." However, MTPL Amazon sales still have a 100% satisfaction rating.

Finance: An EITC grant is in the works for "The Story Walk." We need Parks and Rec. support. Rotary Grant—an annual gift of \$1,500 usually goes to children's services. This year it will be used for non-English books.

Personnel: Interviewing for summer help is occurring. Current staff will devote extra hours.

-A. Miller asked if MT has a transition plan in place for K. Anderson. K. Anderson stated that the current staff can cover necessary responsibilities during the transition because they have been cross-trained.

Adjournment: J. Bohan moved to adjourn at 7:13; L. Slaymaker seconded. Motion approved.

Recorded by Joan M. Bohan