

MINUTES

Board of Directors

Manheim Township Public Library Foundation,

Wednesday, January 24, 2018

Members Present: Dr. Jennie Barbieri, Joan Bohan, Elizabeth E. Brown, David Ferruzza, Daniel Labezius, Samuel Mecum (Commissioners' Liaison), Laura Slaymaker

Others Present: Janet Bailey (Operations Manager), Martha Matt (Friends of the Manheim Township Public Library), Joyce Sands (Executive Director)

President David Ferruzza called the meeting to order at 5:30 pm. No agenda changes were made. He welcomed members, urging members to select an area in which to provide expertise.

David introduced new member, Dr. Jennie Barbieri who stated she is taking time off from her practice as an internist to raise her child. She expressed a special interest in children's library services

Joan Bohan agreed to compile a roster of Board members.

Public Comment: There was no public comment.

Prior Minutes: There being no additions or changes to the December 20, 2017, minutes, it was moved by Elizabeth Brown, seconded by Laura Slaymaker, to accept them. The motion carried.

Committee Reports:

Friends of the Manheim Township Public Library: Martha Matt of the Friends of Manheim Township Public Library presented her review of the group's 2017 activities:

- More money was made in Amazon sales although 27 fewer books were shipped.
- Total income was \$24,239.
- The committee worked with groups from Adamstown and Quarryville, who are interested in establishing similar operations. Martha spoke to the Manheim Township and Lititz Lions about Amazon sales.
- Income from Tell Café sales was \$8,924.
- Sale of an ESPERANTO dictionary netted a note, requiring translation, written by the buyer in ESPERANTO.

Martha praised the Friends' group as a good team which has developed a good operation over six years. She noted 2018 sales are \$2,000-plus with 155 items shipped.

Martha stated Mary Jo Schimaneck is hoping a volunteer can be recruited for her to mentor to replace her as manager when she retires after the 2018 Book Sale.

Martha requested the Friends' work space be cleaned monthly.

Finance: Janet Bailey stated new Township staff is making better progress on finance reports and is up to November. Noting modest changes from 2016 to 2017, she expects the current format to remain. She explained miscellaneous income is mostly from copy charges.

David reported he attends meetings of the Library System of Lancaster County where he was pleased to learn Manheim Township provides better per capita support for its library than any other Lancaster County municipality.

David stated the Library, as one of 400-plus beneficiaries of Extraordinary Give donations, has seen both income and donors increase every year since 2014. It was explained "stretch pool" money covers all credit and platform fees.

Janet stated the passport service needs to find a better place to operate in to provide more space and privacy. Joyce Sands explained the conference room is being considered, with the trade-off being loss of rental income. It was moved by Joan Bohan, seconded by Laura Slaymaker, that the Conference Room be used as the passport station. The motion carried.

Joyce announced Karin Rezendes has been hired as the new Youth Services Manager. She stated Karin, her colleague at the Lancaster Public Library for 12 years, will be a good fit due to her experience in children's services and collection development, where she will be able to mentor new collections development staff.

David inquired whether the Department of Public Works bills for its services. Janet stated supplies are billed and that actual services are counted toward the Township's support of the Library for state funding, of which at least 12 percent must be spent on collection development. It was noted the Library System processes our orders and prepares books for shelving.

Facilities: It was reported Public Works has placed reflective markers at the drainage ditch. David suggested three be moved to better identify the ditch is and give more parking space.

David shared a photograph showing the need for better lighting at the shelves closest to the entry and requested additional lighting be installed.

Joyce stated a consultant has made a number of recommendations on how to keep the Silo safer. David suggested finding donors for this.

Personnel: Discussion centered on recruitment of a new Board member. Jennie agreed to approach one individual while David waits to hear about another referral. Elizabeth will arrange an interview, to include Joyce, with a prospect.

In answer to Laura's question Joyce will investigate maximum possible Board size..

Old Business

David reported for Tim Smedick the “Night at the Races” event will be held on April 21 at The Barn. Katrina Anderson will be “race runner.” Laura agreed to lead the event committee and will ask Joan to help. Jennie volunteered to be on the committee.

There was more discussion about a “Buy the Book” event fund raiser to celebrate the Library’s Eighth Anniversary. Guests would select books to buy for the Library; book plates indicating donations would be placed in each purchased book.

Joyce suggested scrapping a proposed “bling sale” because it is being done elsewhere.

Dan Labezius moved the four goals of the Strategic Plan be reordered to better reflect the mission of the Library with goals in order of priority being:

- Develop partnerships that build community and support the Library’s mission.
- Make the Library easier to use and more accessible.
- Secure stable and sufficient funding streams from the community and businesses.
- Improve visibility and awareness of library services, programs, collections, and databases.

Laura seconded the motion, which was adopted.

New Business

Discussion of the Bylaws was moved to the February meeting. Laura will send the Board her comments.

David requested Board members use “Reply All” when they send e-mails for general Board discussion. He expects most of his e-mail communication to be in batches so as not to overload the Board with information.

Laura agreed to handle submission of a nomination for the Library System’s annual volunteer award given each April. A candidate was suggested.

Joyce expressed concern with the conduct of some adult patrons in the Children’s Department. It was agreed she will develop signage to specifically address adult use of the area.

There being no additional business, Elizabeth moved the meeting adjourn at 7:20 pm. Laura seconded the motion, which carried.

Recorded by,

Elizabeth E. Brown, Secretary