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MTPL Foundation Board  
*David Ferruzza – President*  
*Laura Slaymaker – Vice President*  
*Daniel Labezius – Treasurer*  
*Paul Daigle - Secretary*  
*Jennie Barbieri*  
*Susan Dyson*  
*Lois Morgan – Ex Officio*

## **Manheim Township Public Library Foundation Board Meeting**

*Date: 6/27/2018*

*Time: 5:34pm*

*Location: MTPL*

### **Administration**

Call to Order at 5:34pm. Roll Call & Agenda Review:

**Members Present:** Jennie Barbieri, Paul Daigle, David Ferruzza, Dan Labezius, Laura Slaymaker, Susan Dyson

**Members Absent:** None

**Staff Members Present:** Executive Director Joyce Sands, Operations Manager Janet Bailey, Technology and Facilities Manager Marcia Beckwith

**Board of Commissioner Liaison Present:** Samuel Mecum

- Minutes of May Meeting and **MOTION** to Approve: Susan motioned to approve as corrected. Laura seconded the motion. Motion passed

### **Current Business**

- Meet the staff – Marcia Beckwith, Technology and Facilities Manager– Marcia and Joyce shared about issues with the MTPL library website and the server migration. Marcia has been focused on the enhancement of the website and improving its security.
- Currently, the calendar of events on MTPL’s website loads slowly. To address the issue, the amount of data displayed will be reduced, which will improve load time.
- Marcia shared about the age of several of the patron computers (2010) and about operating system upgrades (expected in the fall). A few members of the staff received new, updated computers recently. David asked about the 2-hour time limit on computer usage. Marcia shared about how patrons could technically use more than that amount of time (like getting a guest pass after 2 hours or asking for an extra half hour – as long as the request is in before the hour and a half mark).
- Executive Director’s Report – Joyce shared that a quote was received for an updated software and hardware maintenance contract for the self-checkout machines. The return on investment will be about two years based on the reduced cost of the contact.



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- Rotary Club gave \$2,000 for early learner texts. Joyce asked if the board would approve \$1,000 to be used from the Foundation Escrow to help fund the next fundraiser, “Buy the Book”. Daniel Labezius motioned for up to \$1,000 to be used for the event. Laura Slaymaker seconded. The motion passed unanimously.

David asked about the status of the summer reading program. Current numbers surpassed last year’s participation. Library staff really promoted it as did Manheim Township School District (a healthy indication of Library-School cooperation).

- Committee Reports:
  - Friends – no updates.
  - Finance – Janet Bailey provided updates via the March budget report.
  - Facilities – David asked about a particular tree which looked like it needed attention. Joyce said it was looked at by MT staff and it was decided that some pruning would assist the particular type of tree. David began a discussion about overflow parking. David showed a hill behind the library which he wondered if it could be used as overflow parking. The board discussed. Jennie Barbieri shared about the difficulty of walking with just one child from the Stoner Grill parking lot. Sam Mecum shared that it could cost upwards of half a million to do the work. Sam mentioned that you would want a paved road to the area and at least a gravel area. Several options were discussed. It was decided that David will provide Joyce with a narrative to share with Sean Molchany. Joyce will ask Sean if a cost estimate was ever made for creating overflow parking. If not, she will ask if it is okay to get such a cost estimate.
  - Personnel/Nominating – no updates.

### Old Business

- Revised Bylaws – Laura Slaymaker motioned to approve the revised bylaws and seconded by Susan Dyson. Bylaws were unanimously approved.
- Night at the Races 2019 – April 27, 2019. Motion to approve by Jennie Barbieri and seconded by Laura Slaymaker. Motion approved unanimously.
- Donor acknowledgments – Jennie Barbieri shared the several templates the library is currently using in its donor acknowledgments. Joyce mentioned that some acknowledgment letters would be done just by staff (based on donor or response timeline). In the future, some acknowledgment letters would be brought to the board for a handwritten note to be added.



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- Update MTPL Text on LSLC Website – David shared that the LSLC library has a page that references the MTPL. David is working with the LSLC to update some of the text and the image of the MTPL.
- Friends Book Sale Chair Recruitment – No update

### **New Business**

- **Board Resignation**– Joan Bohan resigned from the library board. An email went out earlier in the week informing the board of her decision to resign due to obligations at work and her additional family and community responsibilities.
- **Board Recruitment**- All board members were encouraged to reach out to colleagues who may recommend potential board members
- **Reconsideration of Materials Policy – Revision** – Dan Labezius motioned to approve the policy. Laura Slaymaker seconded. The motion passed unanimously.

### ■ **Status of Projects:**

- Server Migration – Discussed with Marcia Beckwith earlier in the meeting.
- Self-Check Hardware Replacement – Discussed with Joyce Sands earlier in the meeting.
- Lapp Silo – further discussions will take place between Jennie Barbieri and the Youth Services Manager, and others.
- Children’s Patio Furnishings - Joyce shared about furnishings staff are looking at. Jennie Barbieri will be meeting with Joyce Sands and the Youth Services Manager to look at options in more detail.
- David Ferruzza and Susan Dyson will look at signage on Fruitville Pike and Granite Run Drive and will consider signage on Delp Rd.
- **Executive Session** – A personnel matter was discussed.
- **Adjourn** – Motion to adjourn by Susan Dyson at 7:22 pm and was seconded by Laura Slaymaker.

The next meeting will be July 25, 2018, at 5:30 p.m.

Recorded by Paul R Daigle, Board Secretary