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Manheim Township Public Library Foundation Board Meeting

Date: 08/24/2020

Time: 5:31pm

Location: Phone In/Microsoft Teams

Roll call and Agenda Review.

Members Present: Laura Slaymaker, James Adams, Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Steve Murray, Carol Gifford, MT Commissioner

Members Not Present: Jennie Barbieri

Staff Members Present: Janet Bailey, Operations Manager, Joyce Sands, Executive Director, Alli Walker, Technology/Circulation Manager, Katie Keane, Collection Development & Technical Services Manager, Jennifer Steigelman, MT Director of Finance.

No public present.

Minutes - Minutes of the July, 2020, meeting were reviewed. James Adams moved to accept the minutes; seconded by Diana Reeves. Approved unanimously.

Committee Reports

Guest Reports- Katie Keane, Collection Development & Technical Services Manager and member of the MTPL staff since 2014, provided the Guest Report for the month of August. Among her duties of purchasing adult materials, coordinating the processing of materials and managing digital resources, Katie presented the following highlights:

- There has been a substantial increase of digital services usage in the second quarter of 2020, compared to the same period in 2019 as follows:
 - Hoopla increase of 115%
 - Overdrive increase of 64%
- The trend continued into July 2020 compared to July 2019:
 - Hoopla increased 77% over July 2019.
 - Overdrive increased 48% over July 2019
- We will see some budgeting changes due to the increase in digital services and collections. In general fiction items are kept in circulation for 2 years and non-fiction is kept for 3 years before being weeded from the collection.

Friends Report: The Book Sale is scheduled for September 12, 8-12 AM. The Board has been asked to help spread the word in their social media contacts. Alli Walker will send the board a graphic to use and Rennae Newman will create a press release for local media. There is an online option to pre-order and pre-pay for book category selections with expedited pick up. There will be limited choices but availability the day of the sale.

Finance Report – The Securities Sub-Committee continues to meet regarding long term donation strategy and creation of an Endowment Fund Policy. Any policy would need approval from The MTPL Foundation Board and the MT Board of Commissioners. The draft Endowment Policy is to be approved by the MTPL Foundation Board at the September 23, 2020, meeting so that it may be presented to the MT BOC at their October 12, 2020 meeting.

Janet Bailey, MTPL Operations Manager reported that the budget “actuals” and details are being prepared for 2021 budget preparation.

Facilities Report – The parking lot expansion project, which is in the Township’s 2020 Capital Budget, is on hold until it is approved by the Board of Commissioners and may be deferred until 2021. The parking spaces have been a priority item. The replacement of the phone system is also deemed priority. Joyce Sands will be submitting a new and updated priority list to the Board of Commissioners for their budget deliberations. The MTPL Foundation Board will review the priority list and provide input.

The Story Walk® should be completed by the end of September. Rennae will plan a “ribbon cutting” activity and get back with a plan.

Looking forward to serving rental commitments of the Morgan Room (s), staff are beginning to clear the space and organizing space in the basement for books and other items for fundraising sale activities.

Personnel Report – No report

Executive Director’s Report-

A reconsideration of a book placement was requested and reviewed by a committee of three (3) managers and the recommendation was to keep the book in its current placement. In further review, it was determined that it best to move the book to the young adult collection. That information will be sent to the patron who requested the review as well as the committee of three (3) who originally reviewed the book in question.

In clarification of the MT Mask Policy during COVID-19 by MT management, the Manheim Township and its departments and staff will follow the CDC Policy Guidelines. The HR director reviewed with staff and there have been no further issues.

The by-laws of the Manheim Township Public Library Foundation Board have been signed and are now with the MT Solicitor for his approval and then will be sent to the Board of Commissioners.

Old Business – Welcome Cards and a discussion of a Collection Agency will be deferred again until next month.

LCCF Funds are available to take as a distribution or reinvest. The three (3) funds are the MTPL Jay R. Frey Endowment Fund with \$1020.80 available; the MTPL Endowment – Agency with \$ 6410.50 available; and the MTPL Fund – Designated with \$4816.03 available. The MTPL Foundation Board must take the distribution from the Frey Fund and will need to decide whether to take distribution or re-invest the other two funds. The Finance Committee will meet to discuss the options available.

New Business- It was suggested that the Finance Committee meet on a regular basis, beginning on a quarterly basis and as needed. Joyce and Steve will set up a schedule to begin in the near future.

3 Points for Board of Commissioners: 1) increase in usage of digital services, 2) Parking space consideration while the library is not open at full capacity. 3) Book Sale plans for 09/12.

Adjournment –Steve Murray made the motion to adjourn the meeting and the motion was seconded by Diana Reeves. Motion unanimously approved. Meeting adjourned at 7:00 pm.

Next Meeting - The next meeting will be **September 23, at 5:30 PM. Location to be announced.**

Recorded by Rebecca Doster.
Amended 09/23/2020