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Stephen Murray - Treasurer
Rebecca Doster – Secretary
Jennie Barbieri
Diana Reeves
James Adams
Lois Morgan – Ex Officio

Manheim Township Public Library Foundation Board Meeting

Date: 09/23/2020

Time: 5:30pm

Location: Phone In/Microsoft Teams

Meeting called to order at 5:34 PM with Roll call and Agenda Review.

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

Members Not Present: Jennie Barbieri, Carol Gifford, MT Commissioner

Staff Members Present: Rennae Newman, Grant Writer/Fundraiser; Janet Bailey, Operations Manager; Alli Walker, Technology/Circulation Manager; Joyce Sands, Executive Director.

No public present.

Minutes - Minutes of the August 24, 2020, meeting were reviewed with one amendment suggested. 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. James Adams moved to accept the minutes as amended; seconded by Steve Murray and approved unanimously.

Committee Reports

Guest Reports- Rennae Newman, Grant Writer/Fundraiser, provided updates on the series of activities planned for the Tenth (10th) Anniversary of the Manheim Township Public Library. Current highlights of the plan include:

- 10 Dollars for the 10th – an anniversary promotion that will allow a family to be involved with the celebration at a low cost of Ten Dollars (\$10.00). Each family will receive a book with a name plate and the anniversary logo. This promotion will begin in October and will be ongoing. This event will have a low staff-time commitment.
- Corporate/Business sponsorships - a virtual promotion of sponsorship is being developed and will have a lower cost point for businesses.
- Amazon Smile – The MT Library has registered our designated 501(c)3 charity for participation in the Amazon Smile Foundation program. Any Amazon customer can participate by designating a chosen registered charity. The charity will receive a 0.5% donation for any purchase made through Amazon Smile, minus shipping, taxes, service fees, or gift-wrapping services. A customer may designate only one charity at a time to receive the donation. Rennae will send the email instructions to the MTPL Foundation Board to register and the program will be promoted throughout the fall via the Library Website.

- Story Walk® Ribbon Cutting – plans are being finalized to have a Virtual Ribbon cutting ceremony to be shared via Livestream, Facebook and the website. More details will follow when the date has been confirmed.

Friends Report – the first Drive-Thru Book Sale has been successful and yielded the following results: \$ 1760.00 received from pre-orders; and \$ 900.00 received from drive-thru orders. While the process did involve considerable work, the feed-back from patrons was positive, specifically in terms of the mystery of having staff choose selections for the purchased book bag.

A Mini-Book Sale to be held in the Morgan Center in November is being planned and the event will be presented for approval when the process is finalized.

Finance Report – Janet Bailey, MTPL Operations Manager reported that no updated budget “actuals” are currently available.

It is the annual time to distribute LCCF funds. \$ 1,020.80 from the “Frey fund” will be used for its designated purpose for periodical purchase. A letter of intention for this purpose will be provided to LCCF.

A motion was made by Rebecca Doster to distribute the remaining available grant funds of \$ 641.50, and \$ 4,816.03, of the two remaining LCCF funds to the Manheim Township Board of Commissioners. The motion was seconded by Diana Reeves and passed unanimously.

The MTPL Foundation Escrow account has a balance of approximately \$44,000.00, including a donor gift of \$10,000.00. It was moved by Steve Murray and seconded by Diana Reeves, to distribute \$ 10,000.00 to the Manheim Township Board of Commissioners. A letter of intent will be provided to the MTBOC by the Foundation Board president. The motion passed unanimously.

The MTPL Foundation checking account has a balance of approximately \$46,000.00. Susan Dyson moved the release \$23,000.00, to the Manheim Township Board of Commissioners. A physical check with a letter of intent will be provided to them. The motion was seconded by Steve Murray and passed unanimously.

The Securities Sub-Committee presented the final draft of the Endowment Policy for approval prior to presenting the BOC. The amount of donation that could be designated for specific purpose and distribution was discussed and concluded with allowing the presented language to stand. Joyce reminded Board members that Financial Disclosures need to be completed for members. Joyce reported that Jennifer Steigelman, the Township’s Director of Finance, requested that we table approval of the Endowment Policy until the October MTPL Foundation Board meeting, with the expectation that all Financial Disclosures will have been received by the Township by then.

The Annual Appeal has started and is going well. It is noted that a previously generous donor has again provided a \$ 20,000 donation from this appeal.

Facilities Report – The Story Walk® will be completed in October.

Personnel Report – No report

Executive Director’s Report- Work on the 2021 budget continues. At this time the Deputy Library Director position is on hold as well as any unfilled Full-Time positions.

The MT BOC will be holding a workshop at the “Barn” on November 5, 2020, in the early AM. If possible, Foundation Board members should try to be present as commentary will be invited from the public.

A District Library Center has not yet been designated by the Office of Commonwealth Libraries This is an ongoing process as several options are being studied.

A consultant will be hired by the Library System of Lancaster County to study the current formula for the distribution of State Aid and County funds as well as other service area issues.

The Library System of Lancaster County currently has not agreed to modify the current Funding Formula. Presently the formula is based on current usage figures. This also is an ongoing process.

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

New Business- No items for discussion.

3 Points for Board of Commissioners: 1) StoryWalk® Ribbon Cutting, 2) Ten Dollars for the Tenth Anniversary fundraiser 3) Distributions to the MT BOC.

Adjournment – A motion was made to adjourn the meeting by Steve Murray. It was seconded by Diana Reeves and unanimously approved. Meeting adjourned at 7:10 PM.

Next Meeting - The next meeting will be **October 28, at 5:30 PM**. Location to be announced.

Recorded by Rebecca Doster.