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Manheim Township Public Library Foundation Board Meeting

Date: 03/24/2021

Time: 5:30 PM Location: Phone In/Microsoft Teams

Meeting called to order at 5:37 PM with Roll call and Agenda Review.

Members Present: Laura Lyon Slaymaker, James Adams, Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Steve Murray, Jennie Barbieri, Carol Gifford

Members Not Present: none

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Alli Walker, Technology/Circulation Manager, Rennae Neuman, Grant Writer/Fundraiser, James Drumm, Manheim Township Manager, and Jennifer Steigelman, Manheim Township Director of Finance.

No public present.

Minutes - Minutes of the February 24, 2021, meeting were reviewed adding one amendment to language in the finance report and a spelling error in the facilities report. The minutes were moved for approval with the addendum by Susan Dyson Harkleroad, seconded by Diana Reeves, and unanimously approved.

Fundraising Report – Reported by Rennae Newman, Grant Writer/Fundraiser. The fundraising committee will meet on April 7, 2021, at 5:30 PM via Zoom.

Last week all donor lists were migrated from the previous server-based donor database to a new donor management system, DonorPerfect. The program is cloud based and will allow for more online usage, security and integration with the Manheim Township Public Library website.

Rennae had a meeting with the new Manheim Township Communications Manager. Although part time with Manheim Township he will help with special event communication campaigns. Regular communication efforts will continue to be our responsibility.

The Amazon Smile program netted \$585.00 from activity October 1 through December 31, 2020. We will continue to promote the program through email, social media and the Library website and encourage Manheim Township department purchases on Amazon to use the Smile program with MTPLF as the designated charity.

The panels for the first StoryWalk® are being installed currently. A soft opening will be held on April 24, 2021, with the story “Ol Mama Squirrel” completely installed. There will be a hand-out prepared to be given to guests attending the Native Plant and Wildlife Festival on April 24, 2021, announcing the first installation and encouraging families to visit. Further plans for the grand opening to be announced.

Committee Reports

Finance Report – Jennifer Stiegelman, MT Director of Finance had a meeting with the MT Solicitor, Dwight Yoder, attended by Commissioners DiMeo and O’Brien, and MTPL Executive Director, Joyce Sands, for the purpose of reviewing the investment policy. The review is now complete at this time. It was determined that a previous concern from the Interim Manheim Township Manager, Ben Marchant did not apply and the MTPL Foundation Board is able to develop an Investment Policy as we are a separate 501c3.

The 2020 year-end reports have not been audited at this time, however, the month by month reports will be provided to James Adams and Steve Murray for their review.

Facilities Report – Dan Yohn from the Manheim Township Public Works department, Diana Reeves, Susan Dyson Harkleroad, and Joyce Sands met with the lighting consultant to discuss a proposal for additional outdoor lighting. Once Mr. Yohn receives a recommendation from the lighting consultant, he will put together a proposal for the MTPL Foundation Board. Mr. Yohn also inspected the current lighting and found a switch that had been turned off and bulbs that needed replacement. Since completing those tasks, the lighting, especially in the staff parking area, has been improved. He also shared that PPL maintains the large light poles around the library and is responsible for bulb replacement and other maintenance of the pole lighting.

Friends Report – no report

Personnel Report – no report

Nominating Report – no report

Executive Director’s Report- 2020 statistics were compared with those of calendar year 2019. Circulation was better than expected considering the amount of time the library was closed due to the pandemic. Curbside circulation remains popular across all demographics and contributed to the circulation numbers. Currently Joyce and appropriate staff will work on a proposal for the next phase of re-opening. As soon as additional staff are able to be recruited, Passport services can begin. Additional programming and room rentals can begin with the guidance of the Manheim Township Manager and Manheim Township Emergency Management Director.

Joyce gave an update of her conversation with the Executive Director of the Adamstown Public Library regarding their ad on WGAL TV. Two videos were made. One was to promote their capital campaign. The other was a general promotional video. These were ads, not public service announcements. The director at Adamstown offered to share what was learned during the ad process should we decide to pursue our own ad in the future.

The library department managers discussed the concern of the Dr. Sues titles that will no longer be published. It was determined to keep the books in the collection but move them to the parenting collection of books.

There have been few issues reported by staff regarding the current mask-wearing policy.

Donations of materials have been going well on Tuesday and Friday mornings. A reminder was given that all materials should be boxed for the materials to be removed from cars by volunteer staff.

Joyce clarified from a previous meeting's question that when equipment in the library needs replacement, the source of funds for the replacement will be identified after discussion with the Manheim Township Manager.

Old Business – No report on Welcome Cards or Collection policy.

New Business- No report

3 Points for Board of Commissioners: 1) Donor Perfect purchase 2) Fundraising Committee organization 3) Current lighting improvements 4) StoryWalk® Soft Opening April 24, 2021.

Adjournment – The meeting was adjourned at 6:30 PM, by unanimous consent.

Next Meeting - The next meeting will be **April 28, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.