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

*Date: 04/28/2021      Time: 5:30 PM      Location: Via Zoom*

Meeting called to order at 5:30 PM with Roll call and Agenda Review.

**Members Present:** Laura Lyon Slaymaker, James Adams, Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Jennie Barbieri.

**Members Not Present:** Steve Murray

**Commissioners Present:** Tom O'Brien, Donna DiMeo

**Staff Members Present:** Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Rennae Neuman, Grant Writer/Fundraiser, and Jennifer Steigelman, Manheim Township Director of Finance.

**No public present.**

**Minutes** - Minutes of the March 24, 2021, meeting were reviewed, moved for approval by James Adams, seconded by Jennie Barbieri, and unanimously approved.

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

Currently, the 10<sup>th</sup> Anniversary Tote Bag pre-sale orders stand at 40. The pre-sale will continue until Sunday, May 9, 2021. After that date, the bags will be regularly priced.

The date chosen for the Penn Cinema drive-in fundraising event is Friday, May 21, 2021, and the movie scheduled to play is “Matilda”. Ticket sales are handled by Penn Cinema on their web-site.

The 10<sup>th</sup> Anniversary celebration will be held at the library on Saturday, September 25, 2021. Details of the event are currently underway and will be announced as they are confirmed.

The opening event for StoryWalk® are being discussed. A video presentation is being planned to involve the major donor, some MTPL Foundation Board members as available, and some selected families. The video will be added to the library website.

The committee will meet again on May 5, 2021, at 5:30 PM via Zoom.

### **Committee Reports**

**Finance Report** – Manheim Township Solicitor Dwight Yoder, Commissioners O'Brien and DiMeo, Jennifer Steigelman, and Joyce Sands participated in a conference call to discuss the proposed MTPLF endowment fund. The resulting proposal was presented to the Board at the meeting. Action items: 1) Joyce Sands will email copy of proposal to the Board following the meeting, 2) Board members Jim Adams and Steve Murray will finalize the RFP seeking a financial advisor for the endowment fund, 3) Director of Finance Jennifer Steigelman will document all potential sources of funds for the establishment of a MTPLF endowment fund, 4) Jennifer Steigelman, Jim Adams, and Joyce Sands will identify which funds are restricted for operations and which are available for endowment seed money.

An RFP will be developed for local investment fund managers to submit their proposals. Ideally, the minimum seed dollar amount could be under 100K. If that is not possible, Jennifer Steigelman, MT Director of Finance and Joyce Sands will collaborate to identify restricted dollars, for possible placement in the Endowment Fund.

The LCCF Funds available for grant, are as follows: \$ 4948.45, in a designated account, \$ 1,033.59, in the John Fry account for periodical purchase, and \$ 680.12, in the agency account. The request for grants from these accounts are due by November 2021.

Steve Murray who was unable to attend the meeting, has requested consideration of the transfer of \$ 15,000.00 from the Fulton Bank Foundation Account as a MTPL Foundation Board contribution to Manheim Township. He has proposed a two per calendar year contribution cycle, with the amount available to transfer reported in April, a motion to transfer a contribution in May, and the transfer of funds in June. The cycle would repeat in October, November, and December. The board will consider action at the May meeting.

**Facilities Report** – The lighting deficiencies in the outdoor areas of the library previously noted, have been improved with the work of Dan Yohn, from the Manheim Township Department of Public Works. Bulb replacement and other maintenance were performed. Additional improvements, particularly by the drop off area under the pergola can be addressed in next year's budget proposals. Joyce Sands was instructed to request that Public Works replace light bulbs on a regular basis, improve lighting near the book drop to the left of the front door, and trim the ornamental grass more often.

**Friends Report** – Since the lobby inventory has been re-opened, sales have totaled \$ 2687.00. For more activities to begin, there will be a need for more volunteers. It has been suggested that service organizations be approached for volunteer helpers that could help carry and sort the materials that are donated.

**Personnel Report** – no report

**Nominating Report** – no report

**Executive Director's Report-** Hours have increased for in-building Express beginning April 19. The library is gradually increasing all numbers since the pandemic began. Circulation is three-quarters (3/4) of the statistics of March, 2019.

Passport staff are being recruited as both the manager and agent have resigned.

The Tell family will be contacted for the purpose of discussion in a change of model for operation of the café. Discussion of a change to a vending model will be discussed with the family. A vending model would allow for additional hours of operation. A questionnaire will appear on the library website, seeking community input on the changes proposed.

When asked about the high rate of staff turnover and the large number of vacant positions, Joyce Sands responded that one reason is that other jobs offer higher wages and benefits, making it difficult to recruit and retain staff.

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

**New Business-** No report

**3 Points for Board of Commissioners:** 1) the new e-subscription service for magazines, Flipster 2) Fundraising Committee Activities, Tote Bags, Penn Cinema, and the September 10<sup>th</sup> Anniversary event 3) StoryWalk® Soft Opening April 24, 2021.

**Adjournment** – The meeting was adjourned at 6:57 PM, by unanimous consent.

**Next Meeting** - The next meeting will be **May 26, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.