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Manheim Township Public Library Foundation Board Meeting

Date: 06/24/2021 Time: 5:30 PM Location: Via Zoom

Meeting called to order at 5:32 PM with Roll call and Agenda Review.

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

Members Not Present: Jennie Barbieri

Staff Members Present: Joyce Sands, Executive Director, Janet Bailey, Operations Manager, and James Drumm, Manheim Township Manager

No public present.

Minutes - Minutes of the May 25, 2021, meeting were reviewed, moved for approval by Steve Murray seconded by Susan Dyson Harkleroad, and unanimously approved.

Fundraising Report – Reported for Rennae Newman, Grant Writer/Fundraiser, by Joyce Sands, Executive Director. The fundraising committee met on June 2, 2021, at 5:30 PM via Zoom.

Planning continues for the Tenth Anniversary Fundraising Event on September 25, 2021. The fundraising committee is requesting up to \$1,500.00 from the MTPL Foundation Escrow account, for initial upfront expenses for the event. James Adams moved to authorize \$1,500.00 for this purpose with the option to request additional dollars for these expenses if needed. The motion was seconded by Steve Murray and unanimously approved.

The committee will meet again on July 7, 2021, at 5:30 PM via Zoom.

Committee Reports

Finance Report – Janet Bailey, Operation Manager, reminded the board of the Actuals through April were sent with the board packets for review.

The paperwork has been submitted to Lancaster County Community Foundation to take distribution on the three accounts with available to grant funds.

Facilities Report – Janet Bailey, Operations Manager, reported that with the help for the MT Public Works department, over 100 pieces of furniture were returned from the basement and other storage areas and placed back in the library. The MTPL Foundation Board would like to thank both Janet and the Public Works staff for completing this project.

Personnel Report – no report

Nominating Report – no report

Executive Director's Report- The MT Board of Commissioners will take action at their June 28, 2021 meeting regarding the end of the Pandemic Restrictions in Pennsylvania. With the advisement of Chief Kane, Emergency Management Director, some toys will not be returned to the library play area. Those included would be the toy kitchen accessories and like items.

The Lobby Inventory moved to the Café and was rebranded as the Friends' Book Spot. It has been very popular, raising \$1,126.50 from 6/1–6/17.

Operations volunteers have returned for work in the library and have been tremendously helpful shelving returned materials.

Joyce reported that the library has been very busy as summer begins. Referencing the statistics so far in June, the Manheim Township Public Library has been the busiest in the county, circulating more than 24,544 items. The next busiest is the Lititz Public Library with a circulation of 16,880 items.

The RFP request for an investment manager for a proposed MTPL Foundation endowment was posted on June 15, 2021. Any questions from potential responders can be received until June 25. Joyce will work with James Adams and Steve Murray to compile answers. If they are unable to answer a specific question, they will reach out to the Board of Commissioners. Answers to the questions will be due 10 days after, June 25. Proposals from investment managing firms will be due by July 15, 2021. From that point, James Adams and Steve Murray will review the proposals and will present the top proposals at the next MTPL Foundation Board meeting. They may also invite the top proposal representative(s) to the board meeting for a presentation if they deem it beneficial or necessary for the Foundation Board deliberation and selection.

Youth Services Manager Karin Rezendes and Joyce have been contacted by Fox43, Merchandiser, and LNP for stories on StoryWalk®. This resulted from a press release issued by Township Communications Specialist Declan Murphy.

Old Business – No report.

New Business- Joyce will set up a meeting with Jennifer Steigelman to review the current funds available for the Endowment Investment account.

The Board of Commissioners approved revised library fees for Launchpads, which are electronic devices pre-loaded with content for patron usage. MTPL has had these devices in its collection for a number of years and had established fees associated with them. Additional Launchpads have been provided to all public libraries in the county by the Library System of Lancaster County (LSLC). Because the Launchpads must be made available to any patron in the county, MTPL staff met with representatives from the District Library and LSLC to come up with a fee schedule so it is consistent throughout the county for the usage of these devices.

3 Points for Board of Commissioners: 1) MT Library currently the busiest library in Lancaster County 2) The furniture returned to the library proper 3) RFP has been advertised 4) Share the work of Declan Murphy.

Adjournment – The meeting was adjourned at 6:29 PM, by unanimous consent.

Next Meeting - The next meeting will be **July 28, 2021, at 5:30 PM**. The meeting will be held virtually.

Recorded by Rebecca Doster.