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MTPL Foundation Board  
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*Stephen Murray - Treasurer*  
*Rebecca Doster – Secretary*  
*Jennie Barbieri*  
*Diana Reeves*  
*James Adams*  
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## **Manheim Township Public Library Foundation Board Meeting**

*Date: 10/27/2021*

*Time: 5:33 PM Location: Via Zoom*

Meeting called to order at 5:33 PM by Susan Dyson Harkleroad, with Roll call and Agenda Review.

**Members Present:** Susan Dyson Harkleroad, Diana Reeves, Rebecca Doster, Steve Murray, Jennie Barbieri

**Members Not Present:** Laura Lyon Slaymaker, James Adams

**Staff Members Present:** Joyce Sands, Executive Director, Janet Bailey, Operations Manager, Rennae Newman, Grant Writer/Fundraiser

**No public present.**

**Agenda –** No additions

**Minutes –** A motion was made by Steve Murray to approve the minutes of the September 22, 2021, MT Public Library Foundation Board meeting, seconded by Rebecca Doster, and unanimously approved.

**Fundraising Report –** Reported by Rennae Newman, Grant Writer/Fundraiser. The 10<sup>th</sup> Anniversary celebration held on September 25, 2021, was reported to be quite successful. Positive feedback was received throughout the event and with post event commentary as well. Rennae reported the Magic Show was packed and attendees loved the mini-golf course in the stacks. While it was disappointing that not all food vendors participated as planned, those that did were pleased with the business by attendees. MJ Squad, who organized the event, also gave a positive review. The MTPL Foundation Board complimented Rennae, the staff and volunteers who put together a great family event.

The annual Extraordinary Give Event will take place on November 19, 2021. The social media advertisement will be partnered with Declan Murphy, MT Communications Specialist, to begin the campaign for the library. Signs and posters have been ordered through the Lancaster County Community Foundation. Plans to advertise various strategic giving time opportunities will also be shared through social media. This year, the minimum donation amount will be ten dollars and the fundraising goal of the MT Library is twenty thousand dollars.

The first draft of the Annual Appeal is being reviewed. This year there will be two options for giving. Donors can select their donations to be earmarked for operations or the endowment fund. A question was raised regarding some donors designating their gift to be applied “where needed”. A plan would need to be approved after staff recommendation, by the MTPL Foundation Board for management of that option. The MTPL Foundation Board will also need to designate where endowment fund donations should be held until the account is large enough to be managed by the investment manager.

There is increased cost for mailing the appeal this year due to the rise in postage cost. However, there will be some savings due to combining the endowment appeal with the annual appeal. Costs for the production and mailing of the appeal is not expected to exceed eighteen hundred dollars.

## **Committee Reports**

**Finance Committee Report – no report**

**Facilities Report – no report**

**Personnel Report – no report**

**Nominating Report – no report**

**Executive Director’s Report-**

Instead of a daylong session to review the Township’s 2022 proposed budget, the Board of Commissioners has decided to hold three public sessions of review the evenings of 10/25, 10/28, and 11/04. Department heads will present their budgets on the assigned date, the library session being on 11/04, at 5:30 PM.

District Advisory Council (DAC) - Laura Lyon Slaymaker and I attended the DAC meeting on Sept. 30<sup>th</sup>. It included introductions, a review of the DAC Charter and services, and a discussion about priorities for American Rescue Plan Act funds available to the District. There was discussion of a branding campaign for all countywide services.

Year-end book ordering has been accelerated because of warnings from the book vendor about supply shortages.

When the library’s phone system partially failed on Oct. 8<sup>th</sup>, the Technology and Circulation Manager worked with the Township’s IT contactor and the Library System to move up the planned migration to VoIP (Voice over Internet Protocol) to Oct. 15<sup>th</sup>. With the successful deployment, the library’s only remaining land line is for the elevator ‘Help’ feature, which cannot function with VoIP or cellular technology. Note: Staff extensions have changed.

The library’s probationary period of passport services was successfully completed. A Passport Fair is scheduled for Saturday, October 30<sup>th</sup>, where appointments and walk-ins will be taken. Passport hours will be expanded once the new Passport Agent is onboard and has completed training.

The MT Concessions manager has ordered beverage vending machine for the Tell Café. It has not been delivered yet.

Janet Bailey, Operations Manager, announced her retirement in December, 2021. The MTPL Foundation Board, as well as staff present this evening acknowledged her excellent and dedicated service throughout her many years of service and wished her a well-deserved and happy retirement.

The Assistant Director position that had been approved in a previous budget cycle, but unfilled, will be advertised. It was noted that a candidate will need a Masters of Library Science degree to be considered,

**Old Business** – No report.

**New Business-** Three board members have MPL Foundation Board terms that will end in January of 2022. Jennie Barbieri, Diana Reeves and Susan Dyson Harkleroad have all agreed to serve another term, subject to approval by the BOC.

**3 Points for Board of Commissioners:** 1) 10th Anniversary Event Success 2) Passport Fair 3) “Extraordinary Give” event goal

**Adjournment** – The meeting was adjourned at 6:32 PM, by unanimous consent.

**Next Meeting** - The next meeting will be **November 17 2021, at 5:30 PM**. The meeting will be held in the Morgan Center in the library. “Zoom” participation by members will be an option but a quorum must be present in-person.

Recorded by Rebecca Doster.