

**Date:** Tue, April 20, 2021 6:00 PM

**Call to Order**

Held virtually via Microsoft Teams.

Meeting called to order at 6:02 PM by M. Dilts, President

Members Attending: K. Babb, S. Bednar, M. Dilts, M. Ireland, L. Kier, B. Lee, H. Martyniuk,  
L. Miller , L. Vescovich  
Also Attending: H. Smith (Director), C. Barrows (Assistant Director), J. Costello,  
S. Burke

**Welcome and Introduction of Guests**

- Welcome by M. Dilts.

**Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 03/16/2021 Monthly Meeting Minutes MOVED by L. Kier, SECONDED by H. Martyniuk, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to H. Smith for posting to Library Website and placing in Library hard copy files.

**Current Business** (Recurrent Items)

- **Director's Report** (H. Smith)
  - Public access computers made available 04/05/2021. Had been turned off since 11/30/2020 due to increasing COVID cases and reluctance of patrons to follow safety protocols.
  - Switched from a 7-day to a 48-hour quarantine period for returned materials in accordance with count-wide change initiated by the district center.
  - Starting 06/01/2021, Library will be open 51 hours a week (Pre-COVID schedule) versus 30 hours a week.
  - Library will be closed Memorial Day weekend. Lobby checkout desk will be dismantled and furniture returned to Pre-COVID location. Will allow operation of Library with 2 people Versus 3 people.
  - Hired one new library assistant to replace library assistant that left. In process of hiring a second new library assistant.
  - No other comments or concerns regarding Director's Report submitted by H. Smith April 2021 or with March 2021 Library Statistics.

- **Assistant Director's Report (C. Barrows)**
  - At request of Blue Ball Elementary School, will be providing Library outreach at upcoming community event.
  - Kinder House (local day care) has reached out to have Library do preschool storytimes. In addition, wants their school age children to have library cards and visit Library every 2 weeks.
  - Cruise into Summer Reading Bingo scheduled in May as prelude to summer reading program.
  - Summer reading program to start 06/05/2021.
  - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows April 2021.
  
- **Governance Committee report (J. Costello)**
  - The following proposed By-Law Changes presented and thirty-day advance notice provided as required for vote to adopt at May 2021 Monthly Board Meeting.
    - Replace Article III, Section 2 in its entirety with:  
Board members must (1) be 18 years of age or older, (2) live in the service area of the ELANCO Library, (3) have good moral character and (4) have an exceptional interest in the public library programs.
    - Add Article III, Section 6:  
Board Member terms begin and end at the close of the Annual Meeting.
    - Replace Article VI, Section 3 in its entirety with:  
Officers so elected shall serve for the term of one (1) year and shall take office immediately upon the close of the annual meeting.
  - Motion to adopt Policy EL-300 (Securing the Library's Money) DRAFT 04/05/2021 as presented MOVED by B. Lee, SECONDED by H. Martyniuk, and PASSED.
  - Motion to adopt Policy EL-301 (Commercial Banking Relationships) DRAFT 04/05/2021 as presented MOVED by M. Ireland, SECONDED by H. Martyniuk, and PASSED.
  - Motion to adopt Policy EL-302 (Investment of Cash Reserves) DRAFT 04/05/2021 as presented MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.
  - Motion to adopt Policy EL-303 (Endowment Fund) DRAFT 04/20/2021 with modification MOVED by B. Lee, SECONDED by H. Martyniuk, and PASSED.
    - The fourth (4<sup>th</sup>) paragraph under "General Statement" shall be replaced in its entirety with:  
"At least one third (1/3) of each bequest received by the library shall be added to the Endowment Fund unless otherwise specified in the bequest."
  - Motion to adopt Policy EL-304 (Capital Reserve Fund) DRAFT 04/20/2021 as presented MOVED by M. Ireland, SECONDED by L. Vescovich, and PASSED.

- **Management Committee report (M. Dilts)**
  - Band Request
    - Recently, Band requested Library Board plans regarding the Sublease Agreement between ELANCO Library and the New Holland Band.
    - The Library Board determined it is not prepared to terminate the Sublease Agreement between ELANCO Library and the New Holland Band at this time.
  - Conversion of basement lighting to LED completed 03/08/2021.
  - Motion to approve expenditure of \$2,700 for conversion of Floor 1 (main floor) and Floor 2 (band floor) lights to LED MOVED by M. Dilts, SECONDED by L. Vescovich, and PASSED.
    - Anticipate completing with volunteer labor.
    - Conversion of lights over band displays will be done after Band temporarily moves the displays.
    - Expected to satisfy Band request 02/04/2021 to improve Floor 2 lighting to be able to better read sheet music.
    - Will reduce future operating expenses (due to increased efficiency).
    - Considered a capital expense (not in budget). However, funds are available.
  
- **Programs & Services Committee report (B. Lee)**
  - To prepare Ten-Year Plan on how Library can better serve the community.
  
- **Marketing, Fundraising, & Special Events Committee report (J. Martin)**
  - Expect to get out mailer soon regarding fund raising campaign for summer reading children's materials.
  - "In Person Auction" scheduled for Thursday evening 10/28/2021 at Leola Village.
  
- **Treasurer Report (M Ireland)**
  - Bank accounts rearranged.
    - Operating account changed to Prosper Not For Profit Checking Account for slightly higher interest rates.
    - PPP Loan segregated into Prosper Money Market Account. Will be making transfers as we use it with intent to close out the Money Market Account.
  - To make arrangements for presentation of Lancaster County Community Foundation (LCCF) background to new Board members.
  - Motion to accept and file "2021-03 Finance Report" as presented MOVED by M. Ireland, SECONDED by S. Bednar, and PASSED.

## **New Business**

- **Upcoming Meetings:**
  - Next Board of Trustees Monthly Meeting scheduled for 6:00pm 05/18/2021. To remain virtual until further notice.
  
- **New Committee Assignments:**
  - L. Miller assigned to Programs & Services Committee.
  - S. Burke assigned to Marketing, Fundraising, & Special Events Committee.
  
- **Correspondence Needed:**
  - No new correspondence needed.

## **Adjournment**

Motion to adjourn MOVED by H. Martyniuk, SECONDED by B. Lee, and PASSED. ADJOURNED at 7:30pm.

Minutes by: L. Vescovich