

Date: Tue, May 18, 2021 6:00 PM

Call to Order

Held virtually via Microsoft Teams.

Meeting called to order at 6:05 PM by M. Dilts, President

Voting Board Members:

Attending: K. Babb, S. Bednar, M. Dilts, M. Ireland, H. Martyniuk, L. Miller, L. Vescovich

Absent: L. Kier, B. Lee

Also Attending: H. Smith (Director), C. Barrows (Assistant Director), J. Martin, S. Burke

Welcome and Introduction of Guests

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 04/20/2021 Monthly Meeting Minutes MOVED by L. Miller, SECONDED by M. Ireland, 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.
- Motion to replace 02/16/2021 Monthly Meeting Minutes to incorporate a date correction MOVED by L. Vescovich, SECONDED by M. Ireland, and PASSED.
 - Under "Management Committee report", date of meeting with Band corrected to 02/04/2021.

Current Business (Recurrent Items)

- **Director's Report** (H. Smith)
 - Library will be closed Memorial Day weekend (05/28/2021-05/31/2021).
 - District Center Transition continues.
 - Inter Library Loans (ILL) will be more accessible.
 - New positions to be created for training and OverDrive collection curation.
 - District Council to be formed; will require Library Director plus a Board member to attend three meetings a year.
 - No other comments or concerns regarding Director's Report submitted by H. Smith May 2021 or with April 2021 Library Statistics.

- **Assistant Director's Report** (C. Barrows)
 - Outdoor in-person Preschool Storytime successfully started recently.
 - Flyers to be distributed to local schools regarding Summer Reading Program (SRP) scheduled to start 06/05/2021.
 - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows May 2021.

- **Governance Committee report** (J. Costello)
 - Continuing to work on policy updates.

- **Management Committee report** (M. Dilts)
 - Continuing to address and update maintenance list items.
 - Parking lot restriped by New Holland Borough.
 - Feedback provided to Band 05/03/2021 in response to their request for 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. The Board has at this time not made a final decision as to whether it will exercise its option to terminate the Sublease Agreement upon its expiration.

- **Programs & Services Committee report** (B. Lee)
 - Committee met and brainstormed how Library can better serve the community. In process of finalizing and summarizing ideas.
 - Need to ensure ideas are linked with Strategic Plan objectives.
 - Need to consider changes resulting from COVID pandemic.

- **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
 - "Children's Fund Raiser" will be a digital campaign scheduled to start soon.
 - "Annual Appeal" scheduled for summer 2021.
 - "In Person Auction" scheduled for Thursday evening 10/28/2021 at Leola Village.
 - "Extra Give" scheduled for November 2021.

- **Treasurer Report** (M Ireland)
 - Motion to accept and file "2021-04 Finance Report" as presented MOVED by M. Ireland, SECONDED by S. Bednar, and PASSED.

New Business

- **Transfers to Endowment Fund**
 - Motion to transfer \$148,828 (at least 1/3 of 2019 Estate Bequest left to Library) plus \$11,712 (at least 1/3 of 2016 Estate Bequest left to Library) for a total of \$160,540 from cash reserves to the endowment fund in accordance with Policy EL-303 MOVED by M. Ireland, SECONDED by H. Martyniuk, and PASSED.
 - Motion to transfer \$32,373.85 (at least 1/3 of 2014 Gift to Library) from cash reserves to the endowment fund MOVED by M. Ireland, SECONDED by H. Martyniuk, and PASSED.

- **Planning**

- Discussed ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
 - To focus on Strategic Plan objectives in upcoming Monthly Board Meetings.
 - Assign lead(s) for each objective/sub-objective.
 - Review progress.
- Working on Operational Plan (summary of action tasks defining what is to be accomplished (or has already been accomplished) to address Strategic Plan objectives).
 - H. Smith recently completed portion of Operational Plan linked to Strategic Plan objectives for which Library Director has lead. Will submit to Library Board President for review soon.
 - Board needs to complete portion of Operational Plan linked to Strategic Plan objectives for which Board has lead.
- Reassessing 10-Year Plans.

- **Upcoming Meetings**

- Next Board of Trustees Monthly Meeting scheduled for 6:00pm 06/15/2021. To remain virtual until further notice.

- **Correspondence Needed**

- Letter to New Holland Borough expressing appreciation for restriping Library parking lot.

Adjournment

Motion to adjourn MOVED by H. Martyniuk, SECONDED by M. Ireland, and PASSED.
ADJOURNED at 7:45pm.

Minutes by: L. Vescovich