

Date: Tue, December 21, 2021 7:00pm

Call to Order

Held virtually via Microsoft Teams

Meeting called to order at 7:08pm by M. Dilts

Voting Board Members:

Attending: K. Babb, S. Bednar, M. Dilts (President), M. Ireland (Treasurer), L. Kier,
H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary)

Absent: S. Burke

Also Attending: A. D'Agostino (Director), J. Costello

Welcome

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 11/16/2021 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Miller, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to Director for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Increase Community Awareness of the ELANCO Library and what we offer.**
 - **Introduction of Guests** (M. Dilts)
 - None.
 - **Marketing, Fundraising, & Special Events Committee report** (S. Bednar for J. Martin)
 - Nothing new to report.
 - **Governance Committee report** (J. Costello)
 - Working on policy updates.
 - Working on new board member recruitment.

- **Ensure the overall sustainability of the library as a community resource.**
 - **Municipality Committee report** (L. Miller)
 - Library Holiday Open House and Meet the Director event held 6:30pm-8:00pm 12/16/2021. Representatives from Earl Township and New Holland Borough attended.
 - Discussed approaching representatives from municipalities to establish locations for little free libraries around service area. Have done in past and has been successful.
 - **Treasurer Report** (M. Ireland)
 - Motion to accept and file “2021-11 Finance Report” as presented MOVED by M. Ireland, SECONDED by L Vescovich, and PASSED.
- **Evaluate and adapt the materials, programs and services offered for the benefit of current and potential patrons.**
 - **Programs & Services Committee report** (K. Babb)
 - Nothing new to report.
- **Improve the Customer Experience, ensuring the ELANCO Library is a friendly, welcoming and community centered organization.**
 - **Management Committee report** (M. Dilts)
 - Continuing to address and update maintenance list items.
- **Evaluate the culture of the workplace environment to determine ways to improve our employees’ satisfaction.**
 - **Director’s Report** (A. D’Agostino)
 - Penn Medicine Lancaster General Health Community Health & Wellness Center scheduled to hold a 7-week Strengthening Families program focused on youth 10-14 years old and their families at the Library in January-March 2022.
 - Planning to participate in the Longwood Gardens Community Read Program.
 - Planning to prepare a report on Library for municipalities.
 - Assistant Director search continues to be in progress. After reviewing all applicants, have made a selection. Planning to present offer, within amount previously agreed to by Board, to selected applicant.
 - Expressed thanks for staff appreciation night held at Library 12/17/2021.

- Proposed 2022 ELANCO Library scheduled closings as follows: Saturday 01/01/2022, Monday 01/17/2022, close at 2pm Friday 04/15/2022, Monday 04/18/2022, Monday 05/30/2022, Monday 07/04/2022, Monday 09/05/2022, close at 4pm Wednesday 09/28/2022, Friday 11/11/2022, close at 2pm Wednesday 11/23/2022, Thursday 11/24/2022, Saturday 12/24/2022, and Saturday 12/31/2022. Motion to accept the proposed 2022 ELANCO Library scheduled closings and direct the Governance Committee to revise Policy EL204 dated 08/23/2018 to align MOVED by L. Kier, SECONDED by M. Ireland, and PASSED.
- No other comments or concerns regarding Director's Report submitted by A. D'Agostino December 2021.

New Business

- **Correspondence Needed**
 - None.
- **2022 Officers**
 - Any voting members interested in serving as an officer in 2022 should contact the Governance Committee.
- **2022 Budget**
 - Conducted further preliminary review of the draft 2022 Budget. Will be working on adjustments to address comments and concerns. Final approval scheduled for January 2022 Board of Trustees Monthly Meeting.
- **Upcoming Meetings**
 - Annual Meeting scheduled for 6:00pm 01/18/2022. Next Board of Trustees Monthly Meeting scheduled to immediately follow the Annual Meeting. Both meetings to be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by H. Martyniuk, SECONDED by K. Babb, and PASSED.
 ADJOURNED at 9:25pm.

Minutes by: L. Vescovich