

**Date:** Wed, February 16, 2022

**Call to Order**

Held in-person at Library

Meeting called to order at 7:04pm by H. Martyniuk

Voting Board Members:

Attending: S. Bednar (Treasurer), S. Burke, L. Kier, H. Martyniuk (Vice-President),  
L. Vescovich (Secretary)

Absent: M. Dilts (President), L. Miller, R. Wenger

Also Attending: A. D'Agostino (Director), J. Watson (Asst Director), M. Ireland, L. Burke

**Welcome**

- Welcome by H. Martyniuk.

**Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 01/18/2022 Monthly Meeting Minutes MOVED by L. Kier, SECONDED by S. Bednar, 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.

**Approval of Minutes of Annual Meeting**

- Motion to approve 01/18/2022 Annual Meeting Minutes MOVED by L. Vescovich, SECONDED by S. Burke, 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** (H. Martyniuk)
    - Introduced Jenn Watson (new Assistant Director) and Leann Burke.
  - **Marketing, Fundraising, & Special Events Committee report** (S. Burke)
    - "Auction Gala" event cancelled. Plan to emphasize donating through "Extraordinary Give" typically scheduled November 2022 and other fundraising events. Grill donated for auction to be raffled off. Will be contacting The Inn at Leola Village to determine status of deposit.

- Fundraising Events ongoing and being considered:
    - “Give a Heart” event ongoing. Donations to be used to pay a fine on a child’s library card.
    - Dr Seuss Birdhouse. Children to place donation in birdhouse for chance to win a book.
    - Memorial Book Donation. Plate to be placed in book identifying donor.
    - Natures Yolk Eggs Raffle
    - Grill Raffle
    - Chicken Barbecue
    - Annual Appeal
    - Extraordinary Give
    - Gift Bags Raffle
    - Grants
  - Attended New Holland Business Association meeting.
  - Planning article in Pennysaver newspaper emphasizing need for donations to support Library.
- **Governance Committee report** (H. Martyniuk for J. Costello)
    - Continuing to work on policy updates.
    - Motion to appoint Leeann Burke as Seat 7 voting member to serve Term 1 ending Jan 2025 MOVED by H. Martyniuk, SECONDED by S. Bednar, and PASSED.
    - Discussed plan to complete 2022 Operational Plan.
      - A. D’Agostino to address tasks for which Library Director is lead.
      - Board Committee Chairs will be requested to address tasks for which Board is lead.
    - Board In Service session to be scheduled to review strategic planning. Seeking expert facilitator. Considering 04/23/2022.
- **Ensure the overall sustainability of the library as a community resource.**
- **Municipality Committee report** (H. Martyniuk for L. Miller)
    - Library Board representatives to municipalities provided updates.
  - **Treasurer Report** (S. Bednar)
    - Added additional account line items under 44084 Gifts & Donations to track donations outside normal cycle:
      - 4408K Unsolicited Individual Donors
      - 4408L Unsolicited Org/Business
    - Motion to accept and file “2022-01 Finance Report” as presented MOVED by L Vescovich, SECONDED by S. Burke, and PASSED.
- **Evaluate and adapt the materials, programs and services offered for the benefit of current and potential patrons.**

- **Improve the Customer Experience, ensuring the ELANCO Library is a friendly, welcoming and community centered organization.**
  - **Management Committee report** (L. Vescovich for M. Dilts)
    - Have a new handyman (Nick's Fix It).
    - Eagle Scout project to paint Floor 2 walls going well.
    - Recurring Maintenance Items list created and turned over to A. D'Agostino for further use.
    - Continuing to address and update One-Time Maintenance Items list.
- **Evaluate the culture of the workplace environment to determine ways to improve our employees' satisfaction.**
  - **Director's Report** (A. D'Agostino)
    - J. Watson has done a fantastic job in first few weeks as Assistant Director / Youth Services Coordinator.
    - "People Living with Cognitive Changes and Memory Loss" special event scheduled for 04/30/2022. If successful, planning to develop and market a library-sponsored, high-quality speaker and/or author series on a variety of topics of local and current interest for adults.
    - No other comments or concerns regarding February 2022 Director's Report and January 2022 Library Statistics submitted by A. D'Agostino.
  - **Assistant Director Report** (J. Watson)
    - No comments or concerns regarding February 2022 Assistant Director Report submitted by J. Watson.

## **New Business**

- **New Holland Band Concert**
  - New Holland Band graciously invited Board Members to concert scheduled for 03/06/2022. Contact M. Dilts by 02/18/2022 if you plan to attend.
- **Correspondence Needed**
  - None.
- **Upcoming Meetings**
  - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 03/16/2022. To be in-person at the ELANCO Library.
- **Executive Session**
  - Motion to adjourn to executive session to discuss personnel issue MOVED by L. Kier, SECONDED by S. Bednar, and PASSED.
    - Adjourned to executive session 9:00pm.
    - Returned to monthly meeting 9:13pm.

- **Full-Time Employee Health Reimbursement Benefit**

- Workgroup consisting of M. Ireland and L. Vescovich appointed to investigate the current arrangement to reimburse a portion of the full-time employee health insurance premium and report to Board.

**Adjournment**

Motion to adjourn MOVED by L. Kier, SECONDED by S. Bednar, and PASSED. ADJOURNED at 9:15pm.

Minutes by: L. Vescovich