

Date: Wed, April 20, 2022

Call to Order

Held in-person at Library
Meeting called to order at 7:10pm by
H. Martyniuk

Voting Board Members:

- Attending: S. Bednar (Treasurer), S. Burke, L. Kier, H. Martyniuk (Vice-President),
L. Miller, L. Vescovich (Secretary), R. Wenger
Absent: L. Burke, M. Dilts (President)

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

Welcome

- Welcome by H. Martyniuk.

Approval of Agenda

- Motion to approve 04/20/2022 Monthly Meeting Agenda MOVED by L. Vescovich, SECONDED by L. Miller, and PASSED.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 03/16/2022 Monthly Meeting Minutes as presented 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.

Current Business (Recurrent Items)

- **Increase Community Awareness of the ELANCO Library and what we offer.**
 - **Introduction of Guests** (H. Martyniuk)
 - None.
 - **Marketing, Fundraising, & Special Events Committee report** (S. Burke)
 - Pennysaver newspaper article published 04/06/2022 included need for donations to support Library.
 - Met with Friends of the Library.

- Fundraising Events no longer being considered for 2022:
 - “Auction” event.
 - Chicken Barbecue
 - Book donor buyback program.
- Fundraising Events ongoing or being considered for remainder of 2022:
 - Dr Seuss Birdhouse (created and donated by Anne Treadwell). Children to place donation in birdhouse for chance to win a book.
 - Memorial Book Donation. Plate to be placed in book identifying donor.
 - Solicit previous auction donors to donate money (versus product) directly. Letter to businesses finalized and to be sent out by end of April 2022.
 - Grill (donated by JR Zimmerman) + Yoder’s Gift Card (donated by Yoder’s) + Grill Utensils (donated by Meadow Creek Barbecue Supply) Raffle. Small Games of Chance License has been obtained. Raffle tickets available at Library or from Board Members. Plan to set up stand at Yoder’s 05/21/22 and 06/03/2021 to sell raffle tickets. Drawing scheduled for 06/12/2022.
 - Natures Yolk Eggs Raffle.
 - Annual Appeal to be scheduled June or July 2022.
 - Extraordinary Give scheduled November 2022. Need current non-discrimination policy.
 - Fall Fling Event to be scheduled on a Thursday in November 2022. Inn at Leola holding deposit of \$500 (previously provided for “Auction” event) through December 2022. Are willing to use toward catering an event at a location in New Holland.
 - Advent Gift Bag Raffle.
 - Park City Diner will contribute 10% of food bill to ELANCO Library upon request.
 - Grants. Submitted grant request to Tyson 04/01/2022. Decision by Tyson expected by June 2022. Need current non-discrimination policy to be considered for some grants.
- **Governance Committee report (J. Costello)**
 - ELANCO Library Endowment Fund explained.
 - Continuing to work on policy updates.
 - Will be working on current non-discrimination policy that meets federal standards.
 - Will be working to merge 2022 Operational Plan input from the Library Director and the committees.
 - Board In Service Session/Workshop/Retreat to review strategic planning scheduled for Saturday 06/11/2022 from 8:30am to 2:30pm.
- **Ensure the overall sustainability of the library as a community resource.**
- **Municipality Committee report (L. Miller)**
 - Distributed Municipality Committee 2022 Operational Plan input.

- **Treasurer Report** (S. Bednar)
 - Motion to accept and file “2022-03 Finance Report” as presented MOVED by S. Bednar, SECONDED by S. Burke, and PASSED.
 - ELANCO Library Flex Fund explained.

- **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)
 - 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)
 - Received \$1,567.94 (slightly more than expected) of American Rescue Plan Funding.
 - Will be adding Art Study Kits and Music Study Kits at the suggestion of several patrons (including homeschoolers and those enrolled in public schools).
 - Additional large print books to be procured using funds provided by the Library System of Lancaster County (LSLC).
 - Community Resource Fair plans being finalized.
 - Working to set up an adult program series for the summer. Confirmed speakers include Olivia Adkins of Orion Client Services (“Medicare 101: Oceans of Possibilities for your Good Health” - health literacy), Patrick Deibler of Kling, Deibler & Glick, LLP (“The Nuts & Bolts of Estate Planning: Oceans of Possibilities for the Financial Future”) - financial literacy), and Carole Deck of LNP (“Quality Journalism: Oceans of Possibilities for Understanding & Civic Engagement” – civic & social literacy).
 - No other comments or concerns regarding April 2022 Director’s Report or March 2022 Library Statistics submitted by A. D’Agostino.

 - **Assistant Director Report** (J. Watson)
 - STEM program interest and participation increased from last month.
 - Teen Tuesdays is a very popular program. Have discussed turning the program into “clubs” focused on specific interests like books, STEM, art, and writing to further engage participants and encourage participation to grow.
 - Summer reading program presenters have been booked and promotional materials are being created. The library will be participating in a kick-off event for the program to drive up participation.
 - No other comments or concerns regarding April 2022 Assistant Director Report submitted by J. Watson.

New Business

- **Bylaws Recommendation**
 - S. “Burke presented “Leadership by Design” handout from recent training stating that to ensure proper checks and balances, a written statement differentiating the function of the Library Board and the Library Director must/should be included in bylaws (Regulations PA 22 PA Code require it for local Libraries and Library Systems). Governance Committee to review.

- **Donor Base Update Process**
 - Management Committee to review Donor Base update process.

- **Correspondence Needed**
 - None.

- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 05/18/2022. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by S. Bednar, SECONDED by L. Kier, and PASSED. ADJOURNED at 9:09pm.

Minutes by: L. Vescovich