

Date: Wed, May 18, 2022

Call to Order

Held in-person at Library

Meeting called to order at 7:04pm by M. Dilts

Voting Board Members:

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

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

Welcome

- Welcome by M. Dilts.

Approval of Agenda

- Motion to approve 05/18/2022 Monthly Meeting Agenda MOVED by L. Vescovich, SECONDED by L. Miller, and PASSED.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 04/20/2022 Monthly Meeting Minutes as corrected MOVED by L. Vescovich, SECONDED by H. Martyniuk, 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** (L. Miller)
 - Facilitators for Board In Service Session/Workshop/Retreat scheduled for Saturday 06/11/2022 discussed credentials and expectations.
 - John Williamson
 - Rachel Hess

- **Marketing, Fundraising, & Special Events Committee report**

(S. Burke)

- Attended New Holland Business Association Meeting 05/17/2022.
- 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.
 - Letter to solicit previous business auction donors to donate money (versus product) sent out 05/11/2022.
 - 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 now scheduled for Monday 06/13/2022 (change from initially scheduled date). Determined that anyone can purchase raffle ticket and win prize including Library Board members.
 - Natures Yolk Eggs Raffle scheduled for 06/15/2022 to 08/15/2022.
 - Annual Appeal scheduled for June or July 2022.
 - Memorial Book Donation scheduled for September to November 2022. Plate to be placed in book identifying donor.
 - Extraordinary Give scheduled November 2022.
 - Fall Gala/Fling Event scheduled for Thursday 11/03/2022. 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.
 - Grant request submitted to Tyson 04/01/2022 was denied.
 - Considering applying for other grants.
 - Need current non-discrimination policy for Extraordinary Give and some grants.

- **Governance Committee report (J. Costello)**

- Continuing to work on policy updates.
 - Working on current non-discrimination policy that meets federal standards.
- Operational Plan revised 05/03/2022 merging input from the Library Director and the committees distributed 05/04/2022. Intended to be a living document.
- Board In Service Session/Workshop/Retreat to review strategic planning and associated operational plan scheduled for Saturday 06/11/2022 from 8:30am to 2:30pm at Garden Spot Village.
- H. Martyniuk resigned from Governance Committee.

- **Ensure the overall sustainability of the library as a community resource.**
 - **Municipality Committee report** (L. Miller)
 - Submitted request for COVID funds being held by Pennsylvania.
 - Preparing letter to be sent to municipalities in service area requesting meeting to discuss funding expectations.
 - Library Board representatives to municipalities provided updates.
 - **Treasurer Report** (S. Bednar)
 - To begin annual audit process soon.
 - Hoping to be able to move up receipt of municipality funding to August 2022.
 - Motion to accept and file “2022-04 Finance Report” as presented MOVED by S. Bednar, SECONDED by L. Miller, 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** (M. Dilts)
 - Considering alternatives to Safe Deposit Box.
 - 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)
 - Discussed potential space renovations.
 - Have been heavily promoting library programs and services:
 - Caernarvon Township meeting 05/02/2022.
 - New Holland Borough Council meeting 05/03/2022.
 - New Holland Kiwanis Club meeting 05/10/2022.
 - Summer Events Catalog sent home with all students.
 - Working on Pennysaver article.
 - LNP article being considered.
 - Agreement for the Provision of District Library Services for 07/01/2022 – 06/30/2022 approved by Library System of Lancaster County (LSLC) directors. No significant changes from last year.
 - Office of Commonwealth Libraries Virtual Board Retreat scheduled for Wednesday 07/20/2022 from 7:00pm to 9:30pm.
 - Partnering with organizations to use library space:
 - Pennsylvania College of Arts & Science
 - Aarons Acres
 - No other comments or concerns regarding May 2022 Director’s Report or April 2022 Library Statistics submitted by A. D’Agostino.

- **Assistant Director Report** (J. Watson)
 - Working with several teenage girls (ages 12-14) interested in supporting Library programs for children.
 - Summer reading program presenters have been booked and promotional materials have been created. The library will be participating in a kick-off event for the program on 06/04/2022 to drive up participation.
 - Participated in Free Comic Book Day.
 - No other comments or concerns regarding May 2022 Assistant Director Report submitted by J. Watson.

New Business

- **Special Request**
 - L. Miller requested approval to sell her art in Library with 20% of proceeds to go to Library and remainder to go to World Central Kitchen (WCK). Management Committee to review and provide recommendation.
- **Correspondence Needed**
 - None other than stated above.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 06/15/2022. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:50pm.

Minutes by: L. Vescovich