

**Date:** Wed, August 17, 2022

**Call to Order**

Held in-person at Library.

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

Voting Board Members:

Attending: S. Bednar (Treasurer), S. Burke, M. Dilts (President), L. Miller,  
L. Vescovich (Secretary)

Absent: L. Burke, R. Wenger, L. Kier, H. Martyniuk (Vice-President)

Also Attending: A. D'Agostino (Director), J. Watson (Asst Director), W. Bender (Comptroller)

**Welcome and Introduction of Guests**

- Wilma Bender (Comptroller)

**Approval of Agenda**

- Motion to approve 08/17/2022 Monthly Meeting Agenda MOVED by L. Miller, SECONDED by S. Bednar, and PASSED.

**Description of Donor Database Software**

- W. Bender (Comptroller) provided description of GiftWorks donor database software currently used by the ELANCO Library.
  - Allows preparation of customized reports and preparation of letters and labels. In past could also prepare Emails but, due to current Microsoft limitations, can no longer do.
  - Currently W. Bender maintains. In past Board had more involvement. Data gets input manually. There are size limitations (approximately 4,000 records). Current intent is to only include past or potential donors. Cost is approximately \$90/month.
  - Consider adding folks that recently moved to area or that may be potential donors.
    - Review realtor websites. Focus on new developments. Send postcard or letter with library information and donation request to newcomers.
    - Compare with Garden Spot Fire Rescue mailing list.
    - Add note to newsletter sent out by each municipality in service area.
    - Consider sending postcard to all addresses in the service area.

**Description of Strategic Plan Process**

- M. Dilts assigned preparation of 2023-2025 Strategic Plan to Management Committee.

## **Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 06/15/2022 Monthly Meeting Minutes as corrected MOVED by S. Bednar, 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)

- **Director's Report** (A. D'Agostino)
  - The Summer Reading Program (Oceans of Possibilities) that concluded 08/13/2022 went well.
  - Next large-scale community event will be "A Constitution Celebration: Community, Cuisine, Costumes, and the Constitution" scheduled for 09/17/2022 from 12pm to 2pm.
  - September 2022 to December 2022 programming line-up has been finalized. Focusing on adult programming and literacy goals enumerated in the operational plan.
  - Holding library card registration drives at community events.
  - No other comments or concerns regarding August 2022 Director's Report or July 2022 Library Statistics submitted by A. D'Agostino.
- **Assistant Director Report** (J. Watson)
  - Library staff have done an excellent job accommodating increased circulation. In July, 15,633 materials (of which 11,492 items were children's materials) were checked out.
  - Leadership in the Library program with Crossnet and Darci Mussleman has been successful in its pilot stage. Plan to refine the program and open up to public in 2023.
  - No other comments or concerns regarding August 2022 Assistant Director Report submitted by J. Watson.
- **Marketing, Fundraising, & Special Events Committee report** (S. Burke)
  - Met with Craig Brossman.
  - Attended Lancaster County Community Foundation (LCCF) open house.
  - Attended New Holland Business Association meeting 08/16/2022.
  - Met with PA State Representative Keith Greiner (43rd Legislative District) 08/17/2022.
  - Planning to meet with PA State Representative David Zimmerman (99th Legislative District) 08/18/2022.
  - Fundraising Events recently completed:
    - Annual Appeal letters sent out around 08/04/2022.
  - 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.
    - Natures York Eggs Raffle started 06/15/2022.

- Memorial Book Donation scheduled for September to November 2022. Plate to be placed in book identifying donor.
- ELANCO Library Autumn Jubilee Event scheduled for 6pm Thursday 11/03/2022 at The Silk Mill On Main; New Holland, PA. Inn at Leola holding deposit of \$500 (previously provided for “Auction” event) through December 2022. Are willing to use toward catering the event at The Silk Mill On Main.
- Lancaster County Community Foundation (LCCF) Extra Give scheduled 11/18/2022. ELANCO Library application to be submitted by 09/12/2022.
- Advent Gift Bag Raffle scheduled for December 2022.
- Park City Diner and Knight & Day Diner will contribute 10% of food bill to ELANCO Library upon request.
- Grants
  - Grant request submitted to Tyson 04/01/2022 was denied.
  - Planning to submit request for Anne Brossman Sweigert grant by 09/01/2022.
  - Planning to submit request to Reuzit New Holland January 2023.
  - Considering Ressler Mill Grant.
  - Considering applying for other grants.
- Working with Lancaster County Community Foundation (LCCF) on endowments:
  - Planning endowment presentation to Board at October 2022 Monthly Board Meeting (revision from previously report).
  - Planning to enhance website regarding endowments.
- **Governance Committee report** (M. Dilts for J. Costello)
  - Virtual ELANCO Library Board Retreat sponsored by Office of Commonwealth Libraries (OCL) and facilitated by Wendy Burtner and Stephanie Masters was held 7:00pm to 9:30pm Wednesday 07/20/2022 via Zoom. Held in lieu of July 2022 Monthly Meeting.
    - Reviewed Board Roles & Responsibilities.
    - Discussed Strategic and Operational Plan development process:
      - Why (Strategic Plan Mission Statement)
      - How (Strategic Plan Broad Objectives or Issues that address the Mission Statement)
      - What (Strategic Plan Specific Objectives or Wildly Important Goals (WIG) associated with each identified Strategic Plan Broad Objective)
      - Action Steps (Operational Plan Action Steps or Lead Measures to implement each identified Strategic Plan Specific Objective)
    - Identified Specific Objectives and Action Steps:
      - Facilitators to provide slides and summary of the 07/20/2022 Retreat.
      - Create Board Agreement including Board Member commitment expectations.
      - Create Board Member Skills Inventory/Matrix.
        - Identify gaps and develop or coach existing members to fill gaps
      - Establish sustainable funding.
      - Improve orientation process.

- **Management Committee report (M. Dilts)**
  - Motion to authorize the Library Director to proceed with a best value initial award to replace network cables and components at a cost not to exceed \$10,000 plus expenditure of up to \$5,000 for change orders as necessary after initial award (for a total of \$15,000) MOVED by L Vescovich, SECONDED by S. Burke and PASSED.
  - Continuing to address and update one-time maintenance list items.
  
- **Municipality Committee report (L. Miller)**
  - Working on meeting with each municipality in service area to discuss ELANCO Library Board expectations.
  - Municipality representatives presented status of meeting with municipalities.
    - At New Holland Borough Council Meeting 08/02/2022, motion that resident Lino Vescovich be recognized by Council as a Borough resident serving on the ELANCO Library Board was passed.
  
- **Treasurer Report (S. Bednar)**
  - Audit in process.
  - Working to update liability insurance plans.
  - Check printer to be replaced.
  - Motion to accept and file “2022-07 Finance Report” as presented MOVED by S. Bednar, SECONDED by L. Vescovich, and PASSED.

## **New Business**

- **Proposed By-Law Change**
  - M. Dilts presented the following proposed change to the Eastern Lancaster County Library Board of Trustees By-Laws Revised July 2021 (v7.5). This provides thirty-day advance notice as required for approval vote as soon as the September 2022 Monthly Board Meeting.
    - Replace Article III, Section 2 in its entirety with:
      - Voting board members must (1) be eighteen (18) years of age or older, (2) live in **and/or have substantial business interest(s)** in the area served by the service area of the ELANCO Library, (3) have good moral character and (4) have an exceptional interest in the public library program.
  
- **Correspondence Needed**
  - None.
  
- **Upcoming Meetings**
  - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 09/21/2022. To be in-person at the ELANCO Library.

## **Adjournment**

Motion to adjourn MOVED by S. Bednar, SECONDED by S. Burke, and PASSED. ADJOURNED at 9:39pm.