

**Date:** Wed, October 19, 2022

**Call to Order**

Held in-person at Library.

Meeting called to order at 7:05pm by M. Dilts.

Voting Board Members:

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

Absent: L. Burke, S. Burke, L. Kier

Non-Voting Board Members:

Attending: J. Martin, M. Ireland

Absent: J. Costello

Also Attending: A. D'Agostino (Director), J. Watson (Asst Director), Marie Cleaves (Lancaster County Community Foundation (LCCF))

**Welcome and Introduction of Guests**

- Marie Cleaves (LCCF, Forever Lancaster Team, Donor Services Officer)

**Approval of Agenda**

- Motion to approve 10/19/2022 Monthly Meeting Agenda MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED.

**LCCF Endowment Presentation**

- Marie Cleaves (LCCF, Forever Lancaster Team, Donor Services Officer) presented information on the ELANCO Library Endowment Fund managed by LCCF.
  - To provide clarification on electronic donation process.
  - To provide sample language for requesting donations to the endowment fund.
  - Effective approaches for endowment fund donation should be addressed by the endowment learning program to be launched by LCCF in 2023.

**Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 09/21/2022 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by R. Wenger, 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)
  - ELANCO Library met all standards in both the "Quality Aid" and "Incentive for Excellence" categories, with respect to the requirements for State Aid with the Office of Commonwealth Libraries (OCL). This means that ELANCO Library does not have to apply for any waivers when submitting Plans for State Aid this year. This is good because the OCL is becoming more selective about granting waivers.
  - Submitted ELANCO Library Audit to the OCL in time to meet deadline.
  - Met with Pathways School teachers to arrange for providing support such as Bookmobile service, periodic special delivery & pickup, library card signups, and research classes for students.
  - Working with art teachers at Blue Ball and New Holland Elementary Schools to arrange for a display of student art at the Library in March 2023.
  - Working to arrange some agricultural literacy programs at the Library in 2023.
  - Initiated plans with a local business (The Beautiful Sort) to offer two free programs in 2023: one focused on downsizing (tailored to seniors) and the other focused on organization in the home.
  - Discussing co-sponsored library/CrossNet read-2-feed program to be scheduled early 2023.
  - No other comments or concerns regarding October 2022 Director's Report or September 2022 Library Statistics submitted by A. D'Agostino.
  
- **Assistant Director Report** (J. Watson)
  - Participated in Heritage Day at Pathways School on 10/15/2022.
  - Leadership at the Library Program being refined for re-start January 2023.
  - Partnering with PAT (Parents as Teachers) Play and Learn Programs.
  - No other comments or concerns regarding October 2022 Assistant Director Report submitted by J. Watson.
  
- **Marketing, Fundraising, & Special Events Committee report** (L. Vescovich for S. Burke)
  - Fundraising Events ongoing or upcoming:
    - Dr Seuss Birdhouse (created and donated by Anne Treadwell). Children to place donation in birdhouse for chance to win a book.
    - Natures Yolk Eggs Raffle started 06/15/2022.
    - ELANCO Library Autumn Jubilee Event scheduled for 6pm Thursday 11/03/2022 at The Silk Mill On Main; New Holland, PA. Planning to use a \$500 deposit previously provided to Inn at Leola for "Auction" event that was cancelled. Pennysaver article published 10/12/2022.
    - Memorial Book Donation scheduled from 11/11/2022 through 12/31/2022. Plate to be placed in book identifying donor.
    - Lancaster County Community Foundation (LCCF) Extra Give scheduled 11/18/2022. ELANCO Library application submitted and accepted.
    - Holiday Fun Fund raiser (previously identified as Advent Gift Bag Raffle) scheduled for 11/25/2022 through 12/16/2022.
    - 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.
    - Submitted grant application to Anne Brossman Sweigert Charitable Foundation for a new program to provide under-resourced schools and homeschool students/educators with a lending library of kits containing supplies, educational materials, and instructions.
    - Considering Ressler Mill Grant.
    - Planning to submit request to Reuzit New Holland January 2023.
    - Considering High Foundation grant application due 09/30/2023.
    - Moving forward, grant requests should include operating expenses, staff time (including administrative costs), and related materials.
  - Special Events ongoing or upcoming:
    - Friends of the Library invited to November 2022 monthly board meeting for recognition by the Board.
    - Staff Holiday Potluck Party and Farewell to the parting Board Members to be scheduled 12/13/2022 or 12/16/2022.
- **Governance Committee report** (L. Miller for J. Costello)
  - No updates.
- **Management Committee report** (M. Dilts)
  - Continuing to work on ELANCO Library Strategic Plan 2023-2025.
  - Continuing to address and update one-time maintenance list items.
- **Municipality Committee report** (L. Miller)
  - Update regarding ongoing talks with municipality leaders provided.
  - Recruitment package being prepared. Upon completion, municipality representatives to distribute to municipalities.
  - Municipality representatives presented status of meeting with municipalities.
- **Treasurer Report** (S. Bednar)
  - Preparation of 2023 ELANCO Library Budget initiated.
  - Motion to transfer up to \$50,000 from Lancaster County Community Foundation (LCCF) Flex Fund to Bank of Bird-in-Hand Savings Account MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.
  - Motion to increase the credit card limit from \$1,000 to \$3,000 MOVED by S. Bednar, SECONDED by H. Martyniuk, and PASSED. Compensates for discontinuance of Amazon Business Line of Credit (\$1,000) anticipated in 2023. Will also increase ability to procure from local sources.
  - Motion to accept and file “2022-09 Finance Report” as presented MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED.

## **New Business**

- **Potential Donation**
  - Received letter dated 10/10/2022 from representative of a woman wishing to donate a large amount to the Library. Library Director and a Board Member to meet with the representative to clarify intentions.
  
- **2023 Budget**
  - 2023 Budget working document presented. Executive session to be scheduled to discuss further.
  
- **Board Member Attendance Expectation**
  - By-Law Article III Section 5 referred to Governance Committee for review.
  
- **Correspondence Needed**
  - None.
  
- **Upcoming Meetings**
  - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 11/16/2022. To be in-person at the ELANCO Library.

## **Adjournment**

Motion to adjourn MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED.  
ADJOURNED at 9:23pm.

Minutes by: L. Vescovich