

Date: Wed, November 16, 2022

Call to Order

Held in-person at Library.

Meeting called to order at 7:03pm by M. Dilts.

Voting Board Members:

- Attending: S. Bednar (Treasurer), L. Burke, S. Burke, M. Dilts (President), L. Kier, H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary), R. Wenger
- Absent: None

Non-Voting Board Members:

- Attending: J. Martin, M. Ireland
- Absent: J. Costello

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

Welcome and Introduction of Guests

- Sue Newswanger, Friends of the Library.

Approval of Agenda

- Motion to approve 11/16/2022 Monthly Meeting Agenda MOVED by L. Kier, SECONDED by L. Vescovich, and PASSED.

Friends of the Library Recognition

- Friends of the Library (represented by Sue Newswanger) recognized for their fantastic support of the Library. Friends of the Library overview provided by Sue Newswanger.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 10/19/2022 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Miller, 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)
 - No comments or concerns regarding November 2022 Director's Report or October 2022 Library Statistics submitted by A. D'Agostino.

- **Assistant Director Report** (J. Watson)
 - Worked with Garden Spot Fire Rescue to establish yearly fire prevention programs for children and make educational materials available for patrons.
 - Pumpkin painting event was very popular.
 - Teen Tuesday program participation has been increasing.
 - No other comments or concerns regarding November 2022 Assistant Director Report submitted by J. Watson.

- **Marketing, Fundraising, & Special Events Committee report** (S. Burke)
 - ELANCO Library Autumn Jubilee Event held 6pm Thursday 11/03/2022 at The Silk Mill On Main; New Holland, PA. 85 tickets sold and 27 donations secured for Silent Auction.
 - Presented 2020 Eleanor Dissinger Award to Andi Taylor for work associated with Friends of the Library.
 - Presented 2021 Eleanor Dissinger Award to Sue Newswanger for work associated with Friends of the Library.
 - 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.
 - Memorial Book Donation scheduled from 11/21/2022 through 12/31/2022. Plate to be placed in book identifying donor.
 - Lancaster County Community Foundation (LCCF) Extra Give scheduled 11/18/2022. Already have commitment to match \$5,000 from Superior Walls, Groff High Eckenroth, Terre Hill Concrete, and MH Eby.
 - Holiday Fun fund raiser scheduled for 11/25/2022 through 12/16/2022. Secured 12-\$25 gift cards from various local businesses. Tickets will be sold to raffle these gift cards.
 - Park City Diner and Knight & Day Diner will contribute 10% of food bill to ELANCO Library upon request. The Library only becomes eligible to receive donation after \$300 in a quarter is reached.
 - 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.
 - Received phone call from Ressler Mill Foundation Board President 11/15/2022 indicating that a \$30,000 grant to the Library for 2023 collections and program supplies had been approved and check is forthcoming.
 - Planning to submit request to Reuzit New Holland January 2023.
 - Planning to submit request to New Holland Auto 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:
 - Staff Holiday Potluck Party and Farewell to the parting Board Members scheduled 5:30pm 12/13/2022 at the Library.
- **Governance Committee report** (L. Miller for J. Costello)
 - Working on policy 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.
 - Network cable rewiring successfully completed 11/15/2022 with no unanticipated problems or delays by Associated Data & Communications in consultation with Library System of Lancaster County (LSLC) IT Department.
- **Municipality Committee report** (L. Miller)
 - Municipality representatives presented status of meeting with municipalities.
- **Treasurer Report** (S. Bednar)
 - Preparation of 2023 ELANCO Library Budget ongoing.
 - Working to change credit card vendor.
 - Cost for current accounting software (QuickBooks) is increasing significantly. Reviewing alternatives.
 - Going forward, to provide report for each event showing net gain or loss.
 - Motion to accept and file “2022-10 Finance Report” as presented MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.

New Business

- **2023 Budget**
 - Additional executive session to be scheduled to discuss 2023 Budget.
- **\$150,000 Donation**
 - Motion to accept donation of \$150,000 MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED.
 - Motion to place 1/3 of the \$150,000 donation into the ELANCO Library endowment fund with the approval of the donor MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.
- **Ressler Mill Foundation Grant**
 - Motion to accept \$30,000 grant from Ressler Mill Foundation upon receipt for 2023 collections and program supplies MOVED by S. Bednar, SECONDED by H. Martyniuk, and PASSED.
- **Volunteers**
 - Discussed position on recruitment and retention of volunteers. Decision deferred.

- **Correspondence Needed**

- Letter of appreciation for \$150,000 donation. L. Vescovich to prepare for sign out by Board President and Library Director.
- Letter of appreciation for grant from Ressler Mill Foundation. L. Vescovich to prepare for sign out by Board President and Library Director.

- **Upcoming Meetings**

- Next Board of Trustees Monthly Meeting scheduled for 7:00pm 12/21/2022. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by H. Martyniuk, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 9:33pm.

Minutes by: L. Vescovich