

Date: Wed, December 21, 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), S. Burke, M. Dilts (President), L. Kier,
H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary), R. Wenger
Absent: L. Burke

Non-Voting Board Members:

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

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

Welcome and Introduction of Guests

- None.

Approval of Agenda

- Motion to approve 12/21/2022 Monthly Meeting Agenda with correction MOVED by S. Bednar, SECONDED by S. Burke, and PASSED.

Executive Session

- Motion to adjourn to executive session to discuss 2023 Budget MOVED by S. Bednar, SECONDED by S. Burke, and PASSED. Executive session to discuss 2023 Budget held 12/05/2022 was not able to reach an agreement.
 - Adjourned to executive session 7:10pm.
 - Returned to monthly meeting 8:00pm.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 11/16/2022 Monthly Meeting Minutes MOVED by H. Martyniuk, 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)

- **Director's Report** (A. D'Agostino)
 - A Library Assistant resigned. Planning to post job opening for replacement after 2023 Budget is passed.
 - Displayed new kits that will be available soon for children and adults.
 - Worked with New Holland Band to arrange for the Library to have a "storytime" nook in corner of Floor 2 Activity Room.
 - November 2022 Library Statistics forthcoming.
 - No other comments or concerns regarding December 2022 Director's Report submitted by A. D'Agostino.

- **Assistant Director Report** (J. Watson)
 - The Winter Reading Challenge program will run from 12/19/2022 to 2/25/2023 in partnership with Reading Royals and New Holland Coffee Co.
 - Had great success with many of the fall programs such as gingerbread building and robotics program.
 - No other comments or concerns regarding December 2022 Assistant Director Report submitted by J. Watson.

- **Marketing, Fundraising, & Special Events Committee report** (S. Burke)
 - Holiday Fun (gift card raffle) fund raiser ended 12/16/2022. Winners drawn 12/17/2022. Brought in \$231.
 - 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 previously planned for 11/21/2022 through 12/31/2022 canceled.
 - 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.
 - Grant request submitted to Anne Brossman Sweigert Charitable Foundation was denied.
 - Received and accepted Ressler Mill Foundation grant in amount of \$30,000 for 2023 collections and program.
 - 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.

- **Governance Committee report (J. Costello)**
 - Motion to approve revisions to the following policies as presented MOVED by L. Kier, SECONDED by L. Miller and PASSED.
 - Policy EL-103 (General: Meeting Room Policy) DRAFT 12/21/2022
 - Policy EL-305 (Fiduciary: Appointment of Auditor) DRAFT 12/21/2022
 - Policy EL-400 (Building Operations: Building Hours & Days of Operation) DRAFT 12/21/2022
 - Motion to adopt the following policy as presented MOVED by S. Burke, SECONDED by L. Vescovich and PASSED.
 - Policy EL-401 (Building Operations: Emergency Contacts) DRAFT 12/21/2022
 - In preparation for upcoming Annual Meeting, encouraged all Board Members to review:
 - Policy EL-503 (Board of Trustees: Annual Meeting Format)
 - Request made to revise Policy EL-503 to address smooth transition of Committee Chairs. Perhaps could be addressed in President’s Annual Report.
 - Policy EL-200 (Human Resources: Conflicts of Interest)
 - Working to recruit new Board Members. Recently interviewed potential candidate living in E. Earl Township and will recommend appointment at annual meeting. Also, have two other leads.

- **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.
 - Considering solar panel project to be placed on Library roof.

- **Municipality Committee report (L. Miller)**
 - No longer planning to schedule a common meeting with ELANCO Library service area municipalities to agree to a uniform funding formula.
 - Planning to focus on marketing importance of the library to encourage municipality ownership of library.
 - Planning on encouraging public to engage with municipalities for Library support.
 - Continuing to work on having municipalities appoint or recommend ELANCO Library Board Members.

- **Treasurer Report (S. Bednar)**
 - Motion to accept and file “2022-11 Finance Report” as presented MOVED by S. Bednar, SECONDED by L. Kier, and PASSED.
 - Noted high unrealized loss due to current economic conditions.
 - Actual 2022 fund raising income close to amount budgeted.
 - Per recommendation of A. D’Agostino (Library Director), planning to cancel Library cell phone service beginning January 2023 at annual savings of approximately \$1,000.

- S. Bednar (Treasurer) presented the following 2023 Budget alternates:
 - High 2023 Budget Alternate:
 - Total Expense \$331,620 (wage increase, no reduction in hours)
 - Total Income \$233,401
 - Net Ordinary Income -\$98,219 (deficit)
 - Medium 2023 Budget Alternate:
 - Total Expense \$314,519 (no wage increase, no reduction in hours)
 - Total Income \$233,401
 - Net Ordinary Income -\$81,118 (deficit)
 - Low 2023 Budget Alternate:
 - Total Expense \$314,891 (no wage increase, reduction in hours)
 - Total Income \$233,401
 - Net Ordinary Income -\$81,490 (deficit)
- Motion to approve Low 2023 Budget Alternate MOVED by S. Bednar, SECONDED by H. Martyniuk, and FAILED (4 for and 4 opposed).
- Motion to approve High 2023 Budget Alternate MOVED by R. Wenger, SECONDED by L. Vescovich, and FAILED (4 for and 4 opposed).
- Motion to postpone 2023 Budget options vote to a Special Meeting to be scheduled prior to 01/18/2023 MOVED by S. Bednar, SECONDED by L. Kier, and PASSED.

New Business

- **Correspondence Needed**
 - None
- **Upcoming Meetings**
 - Special Meeting to vote on 2023 Budget scheduled for 7:00pm 01/05/2023. To be virtual.
 - Board of Trustees Annual Meeting scheduled for 6:00pm 01/18/2023. To be in-person at the ELANCO Library.
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 01/18/2023. To be in-person at the ELANCO Library.

Adjournment

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

Minutes by: L. Vescovich