

Date: Wed, February 15, 2023

Call to Order

Held in-person at Library.

Meeting called to order at 7:00pm by S. Burke.

Voting Board Members:

Attending: S. Burke (President), L. Kier, L. Vescovich (Secretary)

Absent: S. Bednar (Treasurer), L. Miller

Non-Voting Board Members:

Attending: M. Ireland

Absent: None

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

Welcome and Introduction of Guests

- None.

Approval of Agenda

- Motion to approve 02/15/2023 Monthly Meeting Agenda MOVED by L. Kier, SECONDED by L. Vescovich, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 01/18/2023 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Kier, and PASSED.
- Motion to approve 01/18/2023 Annual Meeting Minutes MOVED by L. Kier, SECONDED by L. Vescovich, and PASSED.

Current Business (Recurrent Items)

- **Director's Report** (A. D'Agostino)
 - Over 35 people applied for ELANCO Library's two open Library Assistant positions. Top 6 candidates invited to interview. Started interviewing. Continuing interviews this week. Goal is to hire both positions by March 2023.
 - Pennsylvania Office of Commonwealth Libraries (OCL) Governor's Advisory Council (GAC) on Library Development is working on an extensive review of Pennsylvania library regulations and guidelines to update and provide clarity with existing

Pennsylvania Public Library Code statutes (laws). There is no intent to revise existing statutes.

- Lancaster Library District and Library System of Lancaster County (LSLC) issues:
 - Cost for Way Delivery service used for daily delivery of library materials among the Lancaster libraries will increase by 40%-65% after the current contract ends June 2023. Considering alternatives.
 - Costs for interlibrary loans expected to increase by approximately 66%. Considering alternatives.
 - Looking into alignment of library Service Areas.
- No other comments or concerns regarding February 2023 Director's Report submitted by A. D'Agostino. January 2023 Statistical Report forthcoming.

- **Assistant Director Report (J. Watson)**
 - Article published in Garden Spot Pennysaver 02/18/2023 regarding upcoming bird programs.
 - Winter Reading Challenge program going well.
 - Continuing once a month storytimes with Precious Ones Preschool.
 - Visited Blue Ball Elementary first grade classes to promote the library and provide an opportunity to sign up for library cards.
 - Summer Reading Program 2023 planning has begun. Theme is "All Together Now".
 - No other comments or concerns regarding February 2023 Assistant Director Report submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee report (S. Burke)**
 - Give a Heart fundraiser to forgive children's fines ongoing till end of February 2023.
 - Sent request and received grant/donation from Reuzit recently.
 - Recently sent request for grant/donation to New Holland Auto and Turner Buick. Awaiting response.
 - Considering consultant to assist with geographical mapping/mailings with goal to increase net income.
 - Annual appeal mailing goal is April/May 2023.
 - Considering on-line auction. Working with Patrick Morgan.
 - Planning to contact ELANCO School Board for support. M. Ireland to pursue.

- **Governance Committee report (S. Burke for Vacant Chair)**
 - Motion to approve revision to the following policy as presented MOVED by L. Vescovich, SECONDED by L. Kier, and PASSED.
 - Policy EL-401 (Building Operations: Emergency Contacts). Changed former president (M. Dilts) to new president (S. Burke).
 - Conflict of Interest Affirmation form for 2023 needs to be signed.
 - Need Chair.

- **Management Committee report (L. Vescovich)**
 - Completed the ELANCO Library Strategic Plan 2023-2025. To be presented to the Board for adoption under New Business.
 - Continuing to address and update one-time maintenance list items. For latest status, see "ELANCO Library Maintenance One-Time Items 2023-02-14(2220)" Tab 2023.

- **Municipality Committee report** (L. Kier for L. Miller)
 - Due to L. Kier involvement in township meetings as the Library representative, the Caernarvon Township chair of the supervisors feels more connected to the Library and sees the importance of having somebody from the township on the Library Board.
 - Need ELANCO Library Board representative for Terre Hill Borough.

- **Treasurer Report** (L. Vescovich for S. Bednar)
 - Motion to accept and file “2023-01 Finance Report” as presented MOVED by L. Vescovich, SECONDED by L. Kier, and PASSED.
 - Continuing to work on changing credit card vendor as initially discussed during 11/16/2022 Monthly Meeting.
 - The amount budgeted by Earl Township for 2023 support of the ELANCO Library has been reported to be higher than the amount shown in the ELANCO Library 2023 Budget confirmed 01/18/2023. Motion to revise the ELANCO Library 2023 Budget to reflect the actual amount budgeted by Earl Township upon confirmation from Earl Township MOVED by L. Kier, SECONDED by L. Vescovich, and PASSED.

New Business

- **Strategic Plan 2023-2025**
 - Motion to adopt the ELANCO Library Strategic Plan 2023-2025 As Of 2023-02-09(2230) DRAFT MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.

- **\$150,000 October 2022 Donation**
 - Letter dated 02/03/2023 provides donor approval for the Library to place \$50,000 (1/3 of the \$150,000 donation) into the ELANCO Library endowment fund as passed by the Board at 11/16/2022 Monthly Meeting. Treasurer to coordinate with Comptroller to implement.
 - Remainder of donation (\$100,000) is to be transferred from Presence Bank checking account to a higher interest-bearing account at discretion of Treasurer with consideration of cash flow concerns. Per Policy EL-301 2021-04-20 Fiduciary; Commercial Banking Relationships: The Controller, in consultation with the Treasurer, may change accounts, open new accounts, or close existing accounts, and move funds between accounts within approved banks as necessary to support Library business operations. Such actions will be reported to the Board of Trustees as part of the Treasurer’s Report at the Board meeting following the change. Board approval only needed if bank is not currently approved by the Board.
 - Library Director to prepare scope-of-work for, obtain quotes for, and present to the Board for approval at least two Basement renovation project alternatives (“large” and “small”) to improve its atmosphere, functionality, attractiveness, and safety, with a view to creating a child and family friendly environment conducive to early childhood learning. Large alternative should not be limited by currently available

funds. Small alternative should be within \$100,000 (balance of \$150,000 donation after \$50,000 is placed in endowment fund).

- M. Ireland to review proposed Solar Project.

- **Board Member Resignations**
 - H. Martyniuk resignation request accepted creating a Seat 9 unexpired partial term ending Jan 2025.
 - L. Kier resignation request accepted creating a Seat 8 unexpired partial term ending Jan 2025.

- **New Board Members**
 - Catherine Bain, Sharon Pompilii, and Leonard T. Reinsfelder nominated as new voting members.
 - Motion to elect Catherine Bain as Seat 6 voting member to serve an unexpired term ending Jan 2024 MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.
 - Motion to elect Sharon Pompilii as Seat 7 voting member to serve an unexpired term ending Jan 2025 MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.
 - Motion to elect Leonard T. Reinsfelder as Seat 9 voting member to serve an unexpired term ending Jan 2025 MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.

- **Correspondence Needed**
 - None

- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 03/15/2023. To be in-person at the ELANCO Library.

Adjournment

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

Minutes by: L. Vescovich