

Date: Wed, March 15, 2023

Call to Order

Held in-person at Library.

Meeting called to order at 7:25pm by S. Burke.

Voting Board Members:

Attending: S. Burke (President), C. Bain, S. Bednar (Treasurer), S. Pompili,
L. Reinsfelder, L. Vescovich (Secretary)

Absent: None

Non-Voting Board Members:

Attending: None

Absent: M. Ireland

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

Welcome and Introduction of Guests

- None.

Approval of Agenda

- Motion to approve 03/15/2023 Monthly Meeting Agenda MOVED by S. Burke, SECONDED by L. Vescovich, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 02/15/2023 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by S. Pompili, and PASSED.

Current Business (Recurrent Items)

- **Director's Report** (A. D'Agostino)
 - Hired and have begun training two new Library Assistants.
 - Completed the ELANCO Library Annual Report for the Commonwealth of Pennsylvania.
 - Working with the Library System of Lancaster County (LSLC) IT Department to set up ELANCO Library on the Library Market platform which is a much better-functioning, nicer-looking, and more user-friendly event calendar system than the version currently used. Expect to launch by mid-April 2023. Will support migration to latest version of WordPress by mid-summer 2023 allowing improvement of ELANCO Library website.

- No other comments or concerns regarding March 2023 Director's Report, January 2023 Statistical Report, or February 2023 Statistical Report submitted by A. D'Agostino.
- **Assistant Director Report (J. Watson)**
 - Spring 2023 programs have been scheduled (posted on website calendar and Facebook).
 - The Winter Reading challenge was a success. 179 children registered.
 - Participated in Play and Learns held at local church. Focuses on early literacy / kindergarten readiness skills and community connections.
 - Summer Reading Program 2023 planning has begun. Theme is "All Together Now"
 - Birding 101 Program was well received (30 participants). Planning on offering another bird program in the summer.
 - Reading with Pepper (service dog) event has been getting more popular.
 - No other comments or concerns regarding March 2023 Assistant Director Report submitted by J. Watson.
- **Marketing/Fundraising/Special Events Committee report (S. Burke)**
 - Discussed 03/13/2023 Fundraising Committee Report highlights.
 - Raffle supported by Board. Raffle license will need to be renewed.
 - Yard Sale 06/24/2023 at the Library supported by Board.
 - Autumn Jubilee Thursday 11/02/2023 at The Silk Mill on Main in New Holland supported by Board.
- **Governance Committee report (S. Burke for Vacant Chair)**
 - Need Chair.
 - Conflict of Interest Affirmation form for 2023 needs to be signed.
 - Motion to revise Policy EL-005 General; Library Vision Statement as follows MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Replace General Statement in its entirety with:
The vision of the ELANCO Library is to be a highly valued, inclusive community resource for education, empowerment, enlightenment, enrichment and entertainment.
 - Motion to revise Policy EL-501 Board of Trustees; Standing Committees as follows MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
 - Under "List of Standing Committees", remove in its entirety paragraph on Programs and Services Committee.
 - Under "List of Standing Committees", replace "Board Governance Committee" with "Governance Committee".
 - Motion to revise Policy EL-301 Fiduciary; Commercial Banking Relationships as follows MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
 - Under "Approvals of Banks:", replace Paragraph 2 in its entirety with:
The Controller, in consultation with the Treasurer, may change accounts, open new accounts, or close existing accounts, and move funds between accounts within approved financial institutions 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.

- Replace section on “Current Commercial Banking Relationships:” in its entirety with:
The following financial institutions have been approved by the Board of Trustees and are currently used.
 - Presence Bank (formerly Prosper Bank)
695 W Main St., New Holland, PA 17557
 - Bank of Bird-in-Hand
3540 Old Philadelphia Pike, Intercourse, PA 17534
 - Truist (formerly BB&T)
693 W Main St., New Holland, PA 17557
 - Edward Jones
201 E. Main St, New Holland, PA 17557
Contact: Allen Wessel
 - Motion to revise Policy EL-001 General; ELANCO Library By-laws as follows
MOVED by L. Vescovich, SECONDED by C. Bain, and PASSED.
 - Replace General Statement in its entirety with:
The By-laws of the Eastern Lancaster County Library Board of Trustees form the basis of the operation of the Library.
- **Management Committee report** (L. Vescovich)
 - Continuing to work on creating an ELANCO Library Operational Plan 2023-2025 containing Action Steps toward achieving each ELANCO Library Strategic Plan 2023-2025 Objective. Forwarded ELANCO Library Operational Plan 2023-2025 template to Director with request to submit proposed Action Steps. Upon receipt of Director input, will create initial current Operational Plan and send out to all Board Members with request to submit additional proposed Action Steps.
 - Continuing to address and update one-time maintenance list items. For latest status, see “ELANCO Library Maintenance One-Time Items 2023-03-14(2200)” Tab 2023.
- **Municipality Committee report** (L. Vescovich for Vacant Chair)
 - New Holland Representative (L. Vescovich) report
 - Attended New Holland Council Meeting held 03/07/2023
 - New Holland Borough Council approved forwarding half of the budgeted New Holland 2023 contribution to Library (\$8,750).
 - Presented highlights from the ELANCO Library Annual Report for New Holland Borough and the March 2023 Municipal Newsletter.
 - After much success in improving municipality awareness and support, the Municipality Committee is disbanded with roles to be provided by Marketing/Fundraising/Special Events Committee and Management Committee.
- **Treasurer Report** (L. Vescovich for S. Bednar)
 - Motion to accept and file “2023-02 Finance Report” as presented MOVED by S. Bednar, SECONDED by L. Vescovich, and PASSED.
 - Planning to move \$100,000 (from the October 2022 \$150,000 donation) currently in Presence Bank checking account to new Edward Jones CD. Intent is to take advantage of a higher rate of return pending final decision on how funds will be spent.

New Business

- **Committee Appointments**

Motion to approve the following committee appointments by the President MOVED by L. Vescovich, SECONDED by S. Pompili, and PASSED. Committee members shall elect the chair for each committee.

- Marketing/Fundraising/Special Events Committee
 - S. Burke
 - L. Reinsfelder
 - C. Bain
- Governance Committee
 - L. Vescovich
 - S. Pompili
- Management Committee
 - L. Vescovich
 - S. Burke
 - S. Bednar
 - S. Pompili
 - A. D'Agostino

- **Municipality Representatives**

- Caernarvon Township: Vacant
- Earl Township: L. Reinsfelder (letter requesting appointment needed)
- East Earl Township: S. Bednar (no change)
- New Holland Borough: L. Vescovich (no change)
- Terre Hill Borough: S. Pompili (letter requesting appointment needed)

- **Proposed By-Laws Revision**

- Presented motion to revise the "By-Laws of Eastern Lancaster County Board of Trustees" as follows and provided thirty-day advance notice as required for vote to pass as soon as April 2023 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 the service area of the ELANCO Library or Upper Leacock Township, (3) have good moral character and (4) have an exceptional interest in the public library programs.
 - Replace Article III, Section 4 in its entirety with:
A voting member who moves out of the service area or Upper Leacock Township may complete their term but may not be re-elected as a voting member.

- **Board Member Resignation**

- L. Miller resignation request accepted creating a Seat 5 unexpired partial term ending Jan 2024.

- **Correspondence Needed**

- Secretary to prepare letter to Earl Township requesting appointment of L. Reinsfelder as the Township's representative member of the ELANCO Library Board of Trustees to replace L. Miller.
- Secretary to prepare letter to Terre Hill Borough requesting appointment of S. Pompili as the Borough's representative member of the ELANCO Library Board of Trustees to replace R. Wenger.

- **Upcoming Meetings**

- Next Board of Trustees Monthly Meeting scheduled for 7:00pm 04/19/2023. To be in-person at the ELANCO Library.

Adjournment

ADJOURNED at 9:22pm.

Minutes by: L. Vescovich