

Date: Wed, April 19, 2023

Call to Order

Held in-person at Library.

Meeting called to order at 7:10pm by S. Burke.

Voting Board Members:

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

Absent: C. Bain

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 04/19/2023 Monthly Meeting Agenda MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 03/15/2023 Monthly Meeting Minutes as corrected MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.

Current Business (Recurrent Items)

- **Director's Report** (A. D'Agostino)
 - 2023 Summer Reading Kickoff Party & Community Resource Fair scheduled 10am-12pm Saturday 06/03/2023. Theme is "All Together Now".
 - Migration to new public events calendar & room reservation system completed.
 - No other comments or concerns regarding April 2023 Director's Report or March 2023 Statistical Report submitted by A. D'Agostino.
- **Assistant Director Report** (J. Watson)
 - Planning to attend New Holland Elementary, Blue Ball Elementary, and Brecknock Elementary to promote the Library and the 2023 Summer Reading Program.

- No other comments or concerns regarding April 2023 Assistant Director Report submitted by J. Watson.
- **Treasurer Report** (S. Bednar)
 - Attempt to change credit card vendor ran into issues. Currently working to increase credit line with existing credit card vendor.
 - Moved \$100,000 (from the October 2022 \$150,000 donation) from 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.
 - Motion to accept and file “2023-03 Finance Report” as presented MOVED by S. Bednar, SECONDED by L. Vescovich, and PASSED.
- **Marketing/Fundraising/Special Events Committee report** (S. Burke)
 - Discussed 04/17/2023 Fundraising Committee Report highlights.
 - Planning a New Holland Business Association Spotlight at Library evening of 06/15/2023.
 - Municipality reports:
 - Caernarvon Township meeting attended by S. Burke.
 - New Holland Borough Council Meeting 04/04/2023 attended by L. Vescovich.
- **Governance Committee report** (L. Vescovich)
 - Motion to revise Policy EL-103 Library Services; Meeting Room Policy as follows MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Under “Meeting Room Policy”, “Procedures For Applications/Scheduling”; replace Paragraph a in its entirety with:
Groups or organizations desiring use of a meeting room must submit a request via the Library’s [online reservation service](#) (preferred) or submit a Room Request Form (Form LF108) to the Library Director.
 - Under “Meeting Room Policy”, “Procedures For Applications/Scheduling”; replace Paragraph b in its entirety with:
Within three business days of submission, the Library Director or designee will respond to the email address (or other contact information) in the submitted request with: notification of approval pending payment or disapproval, additional information as needed, additional questions as needed, and payment instructions.
 - Under “Meeting Room Policy”, “Procedures For Applications/Scheduling”; replace Paragraph c in its entirety with:
Reservations are not confirmed until the event is approved and payment is received.
 - Motion to revise the “By-Laws of Eastern Lancaster County Board of Trustees” as follows and presented at March 2023 Monthly Board Meeting MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - 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.
- **Management Committee report** (L. Vescovich)
 - Continuing to address and update one-time maintenance list items. For latest status, see “ELANCO Library Maintenance One-Time Items 2023-04-15(2230)” Tab 2023.
 - A. D’Agostino, J. Watson, S. Burke, L. Vescovich, C. Bain, and J. Costello met just prior to this meeting (04/19/2023 Monthly Meeting) to discuss proposed Library Basement Renovation Project. J. Costello to prepare scope-of-work.
 - 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.

New Business

- **Correspondence Needed**
 - None.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 05/17/2023. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by S. Burke, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:40pm.

Minutes by: L. Vescovich