

Date: Wed, May 17, 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), S. Bednar (Treasurer), L. Reinsfelder,
L. Vescovich (Secretary)

Absent: C. Bain, S. Pompili

Non-Voting Board Members:

Attending: M. Ireland

Absent: None

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

Welcome and Introduction of Guests

- None.

Approval of Agenda

- Motion to approve 05/17/2023 Monthly Meeting Agenda MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 04/19/2023 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.

Current Business (Recurrent Items)

- **Treasurer Report** (S. Bednar)
 - Continuing to work on increasing credit line with existing credit card vendor.
 - In process of reviewing Quick Books Online versus Quick Books Desktop.
 - Motion to accept and file for annual audit the "2023-04 Finance Report" as presented MOVED by S. Bednar, SECONDED by L. Vescovich, and PASSED.

- **Director's Report** (A. D'Agostino)
 - Completed plans for June, July, and August 2023 programs and special events.
 - 2023 Summer Reading Kickoff Party & Community Resource Fair scheduled 10am-12pm Saturday 06/03/2023. Theme is "All Together Now". For additional information see <https://elancolibrary.org/summer-reading-2023/>
 - See Events Catalog at: <https://elancolibrary.lancasterlibraries.org/wp-content/uploads/sites/7/2023/04/ELANCO-SUMMER-2023-EVENTS-CATALOG.pdf>
 - Completed steps and submitted application needed to become PA Forward Bronze Star Library.
 - Library Board members are required to complete the Mandated Reporter training at <https://www.reportabusepa.pitt.edu/> and provide a copy of completion certificate for the library to keep on file.
 - Nick Abreu from Nick's Fix It has been taking a leave of absence of undetermined length from work. If he is still unavailable by 05/26/2023, we will look for someone else to perform some minor maintenance items for library.
 - The Lancaster County Commissioners plan to provide some financial assistance to help libraries with completion of audits.
 - To cover cost of book delivery services between libraries, the Library System of Lancaster County budget for eBooks and audio books is being reduced. May request member libraries to cover a portion of the costs for eBooks and audio books.
 - No other comments or concerns regarding May 2023 Director's Report or April 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 open houses and end of school year celebrations to promote the Library and the 2023 Summer Reading Program.
 - Librarians in Training (formerly Leadership in the Library) applications have been distributed. There are spots available for up to 5 teens to participate during summer of 2023 in this pilot program. Essentially a replacement for Teen Tuesdays over summer.
 - No other comments or concerns regarding May 2023 Assistant Director Report submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee report (S. Burke)**
 - Discussed 05/15/2023 Fundraising Committee Report highlights.
 - On-line auction set for 05/18/2023 to 06/01/2023.
 - Raffle of Igloo Cooler and \$100 from Grocery Outlet ongoing until 06/01/2023. Cost to print 2,000 raffle tickets was \$105. Cost of raffle license for month of May was \$25.
 - New Holland Business Association (NHBA) spotlight at ELANCO Library scheduled for 6:30pm 06/15/2023. In addition to NHBA members, open to municipality members and the public.
 - Library Yard Sale set for 06/24/2023 (same date as New Holland Arts & Crafts Show).
 - Plan to send out Annual Appeal mailing (homeowner and business) 06/01/2023. Estimated cost is \$4,074 to send out 7,035 letters.
 - Autumn Jubilee scheduled for 11/02/2023 at The Silk Mill on Main in New Holland.
 - Municipality reports:
 - Caernarvon Township meeting attended by S. Burke.
 - New Holland Borough Council Meeting 05/02/2023 attended by L. Vescovich.
 - Earl Township meeting attended by L. Reinsfelder. L. Reinsfelder approved as Earl Township representative to ELANCO Library Board.

- **Governance Committee report (L. Vescovich)**
 - Received resume from candidate expressing interest in becoming an ELANCO Library Board member. In process of reviewing and setting up interview if appropriate.
 - Continuing to work on request from Director for additional policy to support grant requests.

- **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 2023-05-16(2220)” Tab 2023.
 - For Basement Renovation Project, Jim Costello prepared and distributed first draft scope-of-work 05/01/2023. Proposed corrections and additions returned by 05/08/2023. Scope-of-work finalized 05/12/2023. Includes base work and options. Library Director to have quotes requested.
 - Completed Floor 1 lighting conversion from fluorescent to LED 05/15/2023. Floor 2 and Basement lighting conversion previously completed. Thanks to all of the volunteers completing the conversion, especially Mark Dilts and Bill Burke.
 - Continuing to consider Solar project.
 - 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 02/18/2023 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

- **Grant Strategy**

- Board supported proposed ELANCO Library Grant Strategy presented by L. Reinsfelder. Full presentation in Dropbox.
 - Identify Library needs. Library staff to provide initial needs by June Monthly/Regular meeting.
 - Create reusable unique story (elevator speech / talking points).
 - Identify potential grants.
 - Create prioritized list of potential grants.
 - Do a deep dive on one grant at each upcoming Monthly/Regular Board Meeting. L. Reinsfelder to initiate at June 2023 meeting.
 - Board to review and modify Library needs, unique story, and prioritized list of available grants at each upcoming Monthly/Regular Meeting.

- **Correspondence Needed**

- Thankyou letter(s) for lighting conversion efforts to be prepared by Secretary for sign-out by President.

- **Upcoming Meetings**

- Next Board of Trustees Monthly Meeting scheduled for 7:00pm 06/21/2023. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by S. Bednar, SECONDED by L. Reinsfelder, and PASSED.
ADJOURNED at 8:29pm.

Minutes by: L. Vescovich