

Date: Wed, June 21, 2023

Call to Order

Held in-person at Library.

Meeting called to order at 7:02pm by L. Vescovich (for S. Burke).

Voting Board Members:

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

Absent: S. Burke (President)

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 06/21/2023 Monthly Meeting Agenda MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 05/17/2023 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by S. Pompili, and PASSED.

Current Business (Recurrent Items)

- **Treasurer Report** (S. Bednar)
 - Replaced Quick Books Desktop with Quick Books Online. Decided that subscription cost savings outweigh loss in functionality. Reporting capability not as flexible. Wilma Bender (Controller) commended for efforts in smoothly migrating data.
 - Audit Report to be delivered to auditor 06/29/2023.
 - Motion to accept and file for annual audit the "2023-05 Finance Report" as presented MOVED by S. Bednar, SECONDED by L. Vescovich, and PASSED.

- **Director's Report (A. D'Agostino)**
 - ELANCO Library was awarded PA Forward Bronze Star 05/19/2023.
 - Completed steps and submitted application 06/16/2023 for PA Forward Silver Star in Civic & Social Literacy.
 - Submitted Action Steps for initial 2023-2025 Operational Plan 06/20/2023.
 - Discussed ELANCO Library service area.
 - Served as chairperson of the Directors' Council of the Library System of Lancaster County (LSLC) from January to June 2023 (and vice chair from July to December 2022).
 - Initiated discussion with library system/library district/library directors about possibility of placing library funding referendum on 2025 ballot. Interest is widespread; research & discussion of factors for success, budgets, history, etc., is in process. Next, after initial investigation, library directors will present information and recommendations to library boards.
 - Advocated for Library System of Lancaster County policy change to lower the minimum age of library card registration from age five to birth (to encourage more library use & card registrations, remove barriers to accessing library materials, and to correspond more closely to professional association recommendations & common practices). Supported by LSLC staff, and several directors initially opposed were convinced, but failed to pass by a single vote. Was advised to try again in about a year
 - 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.
 - No other comments or concerns regarding June 2023 Director's Report submitted by A. D'Agostino.

- **Assistant Director Report (J. Watson)**
 - 2023 Summer Reading Kickoff Party & Community Resource Fair held Saturday 06/03/2023 was a great success. Approximately 275 people attended.
 - As of 06/19/2023, 682 children registered for 2023 Summer Reading Program. Theme is "All Together Now".
 - Librarians in Training (formerly Leadership in the Library) has 5 participants this summer. They will begin the week of 06/19/2023 and will continue throughout the summer.
 - Summer 2023 programs have been scheduled (posted on website calendar and Facebook).
 - No other comments or concerns regarding June 2023 Assistant Director Report submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee report** (L. Vescovich for S. Burke)
 - Discussed 06/16/2023 Fundraising Committee Report highlights.
 - On-line auction held 05/18/2023 to 06/01/2023 raised \$2,105. Special thanks to Auctioneer Patrick Morgan who donated his services.
 - Raffle of Igloo Cooler and \$100 gift certificate from Grocery Outlet 06/01/2023 raised \$1,248.
 - New Holland Business Association (NHBA) spotlight at ELANCO Library held 6:30pm 06/15/2023.
 - Library Yard Sale set for 06/24/2023 (same date as New Holland Arts & Crafts Show).
 - Annual Appeal (homeowner and business) mailed 06/16/2023.
 - Autumn Jubilee scheduled for 11/02/2023 at The Silk Mill on Main in New Holland.
 - Endowment letter for wide-spread mailing in development. Goal is to send letter by 09/01/2023.
 - Lancaster County Community Foundation (LCCF) is offering endowment learning training Friday 07/28/2023 from 9am to 5pm at the Community Gallery, 24 W King St; Lancaster, PA. Up to 2 people from each organization are invited to attend this training free of charge. For more information and to RSVP please follow this link: <https://www.eventbrite.com/e/654293468377>
 - Grants
 - Grant Strategy Update 06/21/2023 presented by L. Reinsfelder. Focused on:
 - Library Needs
 - Brossman-Sweigert Grant overview
- **Governance Committee report** (L. Vescovich)
 - Based on resume and interview 05/23/2023, motion to elect Thomas Carr as ELANCO Library Board Seat 8 voting member to serve an unexpired term ending January 2025 MOVED by L. Reinsfelder, SECONDED by S. Pompilii, and PASSED.
 - 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 2023-06-20(2205)" Tab 2023.
 - Basement Renovation Project: Between 05/29/2023 and 06/20/2023, Jim Costello requested quotes based on "ELANCO Library Proj 2023A Basement Renovation SOW 2023-05-12(1140)" from:
 - ZimBuild Construction
 - Weaver Construction
 - D.K. Builder, LLC
 - 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. Based on Action Steps submitted by Library Director 06/20/2023, will create initial current Operational Plan and send out to all Board Members with further guidance.

New Business

- **Board Member Resignation**
 - C. Bain resignation request accepted creating a Seat 6 unexpired partial term ending Jan 2024.
- **Correspondence Needed**
 - None.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 07/19/2023. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by I. Vescovich, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:38pm.

Minutes by: L. Vescovich