

**Date:** Wed, November 15, 2023

**Call to Order**

Held in-person at Library.

Meeting called to order at 7:02pm by S. Burke.

Voting Board Members:

Attending: S. Bednar (Treasurer), S. Burke (President), S. Pompilii, L. Reinsfelder,  
T. Carr

Absent: L. Vescovich (Secretary)

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

**Welcome and Introduction of Guests**

- No Guests.

**Approval of Agenda**

- Motion to approve 11/15/2023 Monthly Meeting Agenda MOVED by T. Carr, SECONDED by S. Pompilii, and PASSED.

**Approval of Minutes of Previous Meetings**

- Motion to approve 09/20/2023 Monthly Meeting Minutes MOVED by L. Reinsfelder, SECONDED by S. Pompilii, and PASSED.
- Motion to approve 10/11/2023 Special Meeting Minutes MOVED by L. Reinsfelder, SECONDED by T. Carr, and PASSED.

## **Current Business** (Recurrent Items)

- **Treasurer Report** (S. Bednar)
  - For the month of September, income and expenses were both below predicted budget levels.
  - For the month of October, income was below and expenses were above predicted budget levels.
  - The overall year to date deficit in the Operating Budget as of 10/31/2023 is approximately \$28,000.
  - Discussion of the proposed budget for 2024 was continued from previous meetings.
    - The HIGH CIRCULATION/HIGH WAGE option, was adjusted for the following items:
      - The Library Associate to be hired is funded from April 1 through December 31.
      - The HIGH CIRCULATION budget is reduced to \$38,000.
      - Changed the New Holland income to \$18,000.
      - Allocated the \$20,000.00 from the REUZIT donation to income for 2024.
    - The projected deficit, if the targets set for income and expenses stay the same, is \$106,506.
  - After much discussion, a motion to approve the UPDATED HIGH CIRCULATION/HIGH WAGE proposed 2024 budget was MOVED by S. Pompili, SECONDED by T. Carr, and PASSED. The vote was 4 to 1 with S. Bednar voting NAY.
  - There was a general discussion about the FLEX fund, but no action was taken at this time.
- **Director's Report** (A. D'Agostino)
  - 12/13 Open House at 6:30 PM to explain the library renovation.
  - ELANCO Library was awarded PA Forward Gold Star.
  - The ELANCO Library website is being completely redesigned.
  - Library staff working to prepare for the renovation to minimize impact on constituents.
  - Regular successful inspection of the fire alarm, maintenance of the HVAC system and recent repairs to library toilets were reported.
  - Progress in managing collections to weed out before the renovation and to add high-demand and award-winning materials is under way.

- **Assistant Director Report** (J. Watson)
  - Preparing for the renovation.
  - Planning Spring activities for January through May.
  - Visiting Blue Ball elementary, giving out library card applications.
  - Fire safety program with Garden Spot Fire rescue.
  - Participating in Community Read Program with Longwood Gardens.
  - Planning for Summer Reading program: Theme is “Adventure begins at your library”.
  
- **Marketing/Fundraising/Special Events Committee report** (S. Burke)
  - Fundraising
    - Autumn Jubilee raised about the same amount as last year. Final totals are still being tabulated. 32 businesses donated. A thank you was put on our web site and thank you notes will go out to each.
    - 350 Raffle tickets for the bicycle raffle are available. Drawing 12/18.
    - The ornament tree is up. Will stop on 12/18.
    - 12/2 Indoor yard sale starts at 10:00AM until 3:00PM.
    - The \$20,000.00 match has been met and REUZIT will be notified.
    - Caernarvon Township donated an additional \$1,000.00.
    - Working on an e mail end of year fundraising campaign.
    - A capital campaign will take place after the new year.
    - Gift card bingo in March planned at the American Legion.
  - Grants
    - The library received a \$5,000 grant from the Anne Brossman Sweigert Foundation which is to be used for kits for home schoolers, pre-schoolers and seniors.
    - Grant Strategy Update 11/15/2023 presented by L. Reinsfelder. Focused on:
      - Library Needs
      - Pennsylvania Library Keystone Awards Overview
  - Endowments
    - Nothing new to report.
  - Municipality reports:
    - Board members attended municipality meetings in New Holland, Caernarvon and Earl Township.
  
- **Governance Committee report** (S. Pompili for L. Vescovich)
  - Nothing significant to report.
  
- **Management Committee report** (S. Burke for L. Vescovich)
  - Continuing to address and update the Operational Plan and the One-time maintenance list items. S. Burke and A. D’Agostino will review and try to close some actions. A. D’Agostino will follow-up on the outside lighting issue and L. Reinsfelder will follow-up on water ponding issue. An update will be reported at the December meeting.

## **New Business**

- **Correspondence**
  - S. Burke read a thank you note from the caterer to the Autumn jubilee.
- **Additional Leave Days**
  - Motion to add 5 additional days of leave for the Library Director and the Library Assistant Director beginning in 2024 and continuing beyond 2024 MOVED by S. Pompili, SECONDED by T. Carr, and PASSED. This is an exception to Policy EL-204 2018-08-20 Human Resources; Employee Time. A. D'Agostino will draft a revision to Policy EL-204 for Board of Trustees review by no later than Wednesday 01/17/2024.
- **Poole Forge Request**
  - The library was asked to decorate a tree for Poole Forge.
- **Tree Donation**
  - T. Carr donated trees for the library and Poole Forge.
- **Renovation Project Update**
  - Waiting for final cost estimate.
  - Meeting with Earl Township regarding fees.
- **Upcoming Meetings**
  - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 12/20/2023. To be in-person at the ELANCO Library.

## **Adjournment**

Motion to adjourn MOVED by T. Carr, SECONDED by S. Burke, and PASSED.  
ADJOURNED at 9:05 pm.

Minutes by: L. Reinsfelder for L. Vescovich