

Date: Wed, December 20, 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), T. Carr, S. Pompili, L. Reinsfelder, L. Vescovich (Secretary)

Absent: None

Non-Voting Board Members: None

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

Welcome and Introduction of Guests

- None.

Approval of Agenda

- Motion to approve 12/20/2023 Monthly/Regular Meeting Agenda MOVED by T. Carr, SECONDED by L. Vescovich, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 11/15/2023 Monthly Meeting Minutes MOVED by L. Reinsfelder, SECONDED by S. Pompili, and PASSED.

Current Business (Recurrent Items)

- **Treasurer Report** (S. Bednar)
 - The "2023-11 Financial Report" reviewed by S. Bednar.
 - Noted minor discrepancy (difference of approximately \$400) associated with state funding in 2024 Budget. No change to 2024 Budget planned. Will show as variance.
 - Library System of Lancaster County covered 2023 expense for the 2022 fiscal year audit (roughly \$7,000).
 - Discussed thank you notes for donations.

- **Director's Report** (A. D'Agostino)
 - Encouraged promotion of "What's New at ELANCO Library?" on ELANCO Library website. Is a weekly newsletter listing all new books, DVDs, and other new items and contains links to reserve them instantly.
 - Thanks to Asst Director J. Watson, ELANCO Library recognized for excellence in programming and youth services by the Youth Services Coordinator of the Library System of Lancaster County and invited to participate in a Science, Technology & Engineering, Environmental Literacy and Sustainability (STEELS) Institute sponsored by Lancaster-Lebanon Intermediate Unit 13 (IU13) and share recommendations for STEELS programs with member libraries. STEELS is the newly adopted Pennsylvania Integrated Standards developed to ensure consistency, coherence and a cohesive K—12 integrated approach to science education in the Commonwealth. On July 16, 2022, the *Pennsylvania Bulletin* published the new standards, designed for implementation July 1, 2025. STEELS essentially replaces Science, Technology, Engineering & Math (STEM).
 - January 2024 to May 2024 programs planned.
 - Preparations for the Children's Library Basement Renovation continue and are going well.
 - Volunteer Tim Martzall tuned up the Book Bike including repairing a flat tire.
 - Lancaster Symphony Orchestra Pass, which provides the borrower with 4 free tickets to a concert, will become available in January 2024.
 - 28 laptop computers graciously donated by Goodville Mutual Casualty Company: 10 to be used for training + 3 to be used by ELANCO Library staff + 6 given to Library System of Lancaster County +1 to be used as prize for Winter Reading Challenge + 1 to be used as prize for upcoming library card registration event + remainder given to Adamstown Library, Elizabethtown Library, and Lititz Library.
 - No other comments or concerns regarding December 2023 Director's Report submitted by A. D'Agostino.
- **Assistant Director Report** (J. Watson)
 - Winter Reading Challenge for Children and Adults will run from 12/18/2023 to 02/24/2024. New Holland Coffee Co donating free hot chocolate to participants. For over 18 participants, there is a chance for free laptop.
 - Creating flyers and information regarding the Children's Library Basement Renovation.
 - No other comments or concerns regarding November/December 2023 Assistant Director Report submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee report** (S. Burke)
 - Discussed 12/20/2023 Fundraising Committee Report highlights.
 - Bike raffle tickets raised \$234.
 - Indoor Yard Sale 12/02/2023 raised \$550.
 - Email Campaign sent out 11/28/2023. Cost to send out was \$560. As of 12/05/2023, received \$561.
 - 2024 fund raising events planned:
 - January: Capitol Campaign postcard mailing
 - February: Give A Heart
 - March: Bingo
 - June: Annual Appeal Letter
 - November: Autumn Jubilee + ExtraGive
 - December: Ornament Giving Tree + Holiday Yard Sale
 - Grants
 - Recently submitted grant application requesting \$4,000 from Abigail L. Longnecker Memorial Foundation for sensory wall, functional & decorative enhancements, and learning materials for Early Learning Room to be completed as part of Children’s Library Basement Renovation Project.
 - Moving forward, will focus on grants where new programming or additional staff is not a requirement.
 - Plan to review foundation directory database available at Lancaster Library.
 - To follow-up on tax initiative.
 - To review data regarding funding of public libraries in Pennsylvania from Office of Commonwealth Libraries, PA Public Library Data Survey, and other sources.
 - Endowments
 - Nothing new to report.
 - Municipality reports:
 - Caernarvon Township Meeting attended by S Burke.
 - Earl Township Meeting attended by L. Reinsfelder.
 - New Holland Borough Council Meeting 12/05/2023 attended by L. Vescovich.
 - Last meeting for Council President Don Harrington.
- **Governance Committee report** (L. Vescovich)
 - Nothing new to report.
- **Management Committee report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2023-12-20(1450)” snapshot placed in dropbox with the other meeting documents.

- Reviewed “ELANCO Library Maintenance One-Time items 2023-12-20 (1500)” Tab 2023” placed in dropbox with the other meeting documents.
 - Exterior Lights Issue: Dave Bednar offered to assess and make recommendations.
 - Exterior Ponding Issue: L. Reinsfelder stated that per recent discussion with Garden Spot Village Campus Services Landscape Operations Manager Matt Fulmer, Matt agreed to follow-up.

New Business

- **Children’s Library Basement Renovation**
 - Discussed possibility of loan versus taking funding directly out of reserves to cover Children’s Library Basement Renovation. Decision pending additional analysis.
 - Construction Contract awarded to Weaver Construction & Roofing; East Earl, PA 12/07/2023. Basement to be closed for patron access 01/08/2024 until renovations are completed. However, children’s books will be available to check out on Library’s First Floor and story times and other programming will continue as scheduled in the Second Floor activity room. Construction Start scheduled for 02/12/2024. Substantial Completion scheduled for 03/25/2024. Construction Completion is scheduled for 04/01/2024.
- **ELANCO Library Friends of Library**
 - Recently provided additional donation.
 - Getting additional members.
- **Dementia Books**
 - Received a donation of three books regarding dementia from Garden Spot Village.
- **Correspondence Needed**
 - None.
- **Upcoming Meetings**
 - Next Board of Trustees Annual Meeting scheduled for 6:00pm 01/17/2023. To be in-person at the ELANCO Library.
 - Next Board of Trustees Monthly/Regular Meeting scheduled for 7:00pm 01/17/2023. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:43pm.

Minutes by: L. Vescovich