

Date: Wednesday, January 17, 2024

Call to Order

Held in-person at Library

Meeting called to order 6:22pm by S. Burke

Voting Board Members:

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

Absent: T. Carr

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 01/17/2024 Annual Meeting Agenda with changes to conform with "Policy EL-503 2021-07-20 Board of Trustees; Annual Meeting Format" and "Policy EL-200 2021-02-16 Human Resources; Conflicts of Interest" MOVED by L. Vescovich, SECONDED by S. Pompilii, and PASSED.

Approval of Minutes of Previous Meetings

- The 01/18/2023 Annual Meeting Minutes were approved during 02/15/2023 Monthly/Regular Meeting.
- Motion to approve 12/20/2023 Monthly/Regular Meeting Minutes with correction MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.

Current Business

- **Treasurer Report** (S. Bednar)
 - Library System of Lancaster County covered 2024 expense for the 2023 fiscal year audit. Ross Beuhler Falk & Company, LLC (RBF) selected to conduct the 2023 fiscal year audit.

- Treasurer to identify process, limits, and any changes to bylaws and/or policies to transfer funds from Library Endowment Fund to a Library Operating Account. Intent is to transfer \$8,000 such that total remaining in Library Endowment Fund does not drop below the total initially contributed.
 - Treasurer to pursue alternative to Lancaster County Community Foundation (LCCF) Flex Fund that has a similar or higher return on investment with less risk/volatility.
 - Treasurer to confirm if investment vehicle is essentially the same for Flex Fund and Endowment Fund.
 - Motion to accept the “2023-12 Finance Report” MOVED by S. Bednar, SECONDED by L. Reinsfelder, and PASSED.
 - The 2024 Budget was approved at 11/15/2023 Monthly/Regular Meeting.
- **Director’s Report (A. D’Agostino)**
 - Basement Renovation Status
 - On 01/05/2024, worked with volunteers Heidi Kassinger and Jon Pirkle to move shelving and children’s materials from Basement to First Floor.
 - Basement area closed 01/08/2024 to prepare for renovations.
 - Much of children’s materials moved to First Floor and available for browsing and checkout. Additional children’s materials will be available by hold request only. Remainder of children’s materials will be unavailable during renovation.
 - J. Watson arranged with Larry Knepper from Garden Spot Village’s Wood Shop for volunteers to refurbish the circulation desk in the children’s library.
 - J. Watson and Library Assistants were commended for continuing to provide great service to Library users during this transition despite all the changes, uncertainty, and new procedures.
 - Expressed appreciation of volunteer Dominick Pompilii for cleaning Second Floor ceiling light covers.
 - A vision therapist from ELANCO School District is using the Library to meet with clients/students.
 - Working with Beth Boll (Lancaster-Lebanon Intermediate Unit/IU-13) regarding potential new partnership and Library programming to support English as a Second Language students and Citizenship Program students.
 - Working with Garden Spot Village to set up a StoryWalk as a joint effort.
 - Reviewed 2023 Library highlights.
 - No other comments or concerns regarding “Director Report 2024.01” submitted by A. D’Agostino.
 - **Assistant Director Report (J. Watson)**
 - Winter Reading Challenge for Children and Adults ongoing till 02/24/2024.
 - Spring programming has been planned and scheduled through May 2024. Programming will be light due to renovation plans, but story times, LEGO Creation Club, Teen Book Clubs, and some special programs will continue uninterrupted.
 - No other comments or concerns regarding “12-23 Assistant Directors Report” submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee Report** (S. Burke)
 - Presented “Fundraising 1.17.24 Report”.
 - Bingo event confirmed with American Legion 10/10/2024.
 - Appeal letters sent to NH Auto, Turner-Buick, Groff-High-Eckenroth Funeral Home, and ReUzit 01/12/2024.
 - Capital Campaign mailer for Children’s Renovation to be sent by 01/20/2024.
 - Presented “Fundraising 2023 Annual Report 1.17.24”.
 - Presented “MarketingExpensesReportFor Reuzit (1)”.
 - Grants
 - Continuing to pursue grant opportunities that do not require an increase in staff effort nor an increase in budgeted expenses.
 - Endowments
 - Nothing new to report.
 - Municipality reports
 - Caernarvon Township meeting 01/02/2024 attended by S. Burke.
 - New Holland Borough Council Meeting 01/02/2024 attended by L. Vescovich.
 - Three new Council Members.
 - Patrick Morgan elected as Council President.

- **Governance Committee Report** (L. Vescovich)
 - Prepared slate of officers for 2024. To be presented under “2024 Officers” later in this meeting.
 - New Voting Member expressions of interest received from 3 candidates (Patrick Deibler, Joy Dlugosz, and Jenn Esbenshade). Had interviews scheduled for 01/16/2024 and 01/17/2024 but canceled due to weather issues. Working on rescheduling.
 - Revision of ELANCO Library Board of Trustees By-Laws is proposed. To address further during Regular Meeting scheduled for 01/17/2024.
 - Replacement of Form LF101 (Meeting Agenda) 2020-02-15 is proposed. To address further during Regular Meeting scheduled for 01/17/2024.
 - Replacement of Form LF102 (Minutes) 2019-06-19 is proposed. To address further during Regular Meeting scheduled for 01/17/2024.

- **Management Committee Report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-01-17(1345); All” and “ELANCO Library Operational Plan 2023-2025 2024-01-17(1335); Not Completed” snapshots.
 - Reviewed “ELANCO Library Maintenance One-Time items 2024-01-11 (1430)” Tab 2024”.

- **President’s Annual Report** (S. Burke)
 - Presented “ELANCO Library 2023 Annual Report 1.17.24”.

New Business

- **New Voting Board Members**
 - No nominations at this time.

- **Confirm Voting Member Term 2**
 - Motion to confirm L. Vescovich as Seat 4 Voting Member to serve Term 2 starting at close of 2024 Annual Meeting and ending at close of 2027 Annual Meeting MOVED by L. Vescovich, SECONDED by S. Pompilii, and PASSED.

- **Voting Board Member Status At Close of Annual Meeting**
 - Seat 1: S. Burke to continue serving Term 1 ending close of 2026 Annual Meeting.
 - Seat 2: S. Bednar to continue serving Term 2 ending close of 2026 Annual Meeting.
 - Seat 3: VACANT
 - Seat 4: L. Vescovich to serve Term 2 starting close of 2024 Annual Meeting and ending close of 2027 Annual Meeting.
 - Seat 5: VACANT
 - Seat 6: VACANT
 - Seat 7: S. Pompilii to continue serving unexpired term ending close of 2025 Annual Meeting.
 - Seat 8: T. Carr to continue serving unexpired term ending close of 2025 Annual Meeting.
 - Seat 9: L. Reinsfelder to continue serving unexpired term ending close of 2025 Annual Meeting.

- **2024 Officers**
 - Governance Committee nominated the following officers for 2024:
 - President: S. Burke
 - Vice President: L. Reinsfelder
 - Treasurer: S. Bednar
 - Secretary: L. Vescovich
 - Motion that nominations cease and to approve nominated 2024 Officers to serve term starting at close of 2024 Annual Meeting and ending at close of 2025 Annual Meeting MOVED by L. Vescovch, SECONDED by S. Pompilii, and PASSED.

- **2024 Non-Voting Members**
 - Currently there are no Non-Voting Members.

- **2024 Conflict of Interest Affirmation**
 - Per “Policy EL-200 2021-02-16 Human Resources; Conflicts of Interest”, “Form LF104 (Conflict of Interest Affirmation) 2021-01-04” needs to be signed each year by all Voting Members, all Non-Voting Members, the Library Director, and any members of any committee with Board-delegated powers. Signed Conflict of Interest Affirmation forms are to be returned to Library Director for further processing.

- **Upcoming Board Meetings**

- Motion to continue to hold upcoming Monthly/Regular Meetings starting 7pm on the third Wednesday of each month and the next Annual Meeting 6pm the third Wednesday of January 2025 (01/15/2025) in-person at the Library MOVED by L. Vescovch, SECONDED by S. Pompilii, and PASSED. Library Director to have advertised as required.

- **Correspondence**

- Governance Committee to review policy for “Officer Letter of Transition” and “Library Board Member Agreement”.

Adjournment

Motion to adjourn MOVED by L. Vescovch, SECONDED by S. Bednar, and PASSED.
ADJOURNED at 8:01pm.

Minutes by: L. Vescovich