

Date: Wednesday, February 21, 2024

Call to Order

Held in-person at Library

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

Voting Board Members:

Attending: S. Burke (President), T. Carr, L. Reinsfelder, L. Vescovich (Secretary)

Absent: S. Bednar (Treasurer), S. Pompilii

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 02/21/2024 Regular Meeting Agenda MOVED by L. Vescovich, SECONDED by L. Reinsfelder and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 01/17/2024 Annual Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
- Motion to approve 01/17/2024 Regular Meeting Minutes MOVED by L. Reinsfelder, SECONDED by L. Vescovich, and PASSED.

Current Business

- **Treasurer Report** (S. Burke for S. Bednar)
 - January 2024 and February 2024 finance reports to be presented and reviewed at March 2024 Regular Meeting.

- **Director’s Report (A. D’Agostino)**
 - Presented “Directors Report 2024.02”: Highlights include:
 - Service Area Review and Comprehensive Study conducted by “Advancing With Purpose”, consultant to the Library System of Lancaster County (LSLC).
 - Funding of LSLC libraries too small overall. Considering alternatives to increase County funding.
 - Service Areas of LSLC libraries to remain unchanged.
 - Basement renovation going well. Support of staff appreciated.
 - On 02/01/2024, provided “All About ELANCO Library” presentation at Garden Spot Village. Attended by approximately 30 people.
 - CSA Tech Solutions to purchase operating systems and install them on two library laptops for free, a \$300 value.
 - Donation boxes at circulation desk have raised \$615.00 in passive income since we put them out on 12/21/2023.
 - Provided presentation on the ideal physical layout of the Library building and the changes that would make the space more appealing to library users (ELANCO Library Operational Plan Action Step 4b(0)-01).

- **Assistant Director Report (J. Watson)**
 - Presented “2-24Assistant Directors Report”: Highlights include:
 - Winter Reading Challenge for Children and Adults (bingo sheet) started 12/18/2023 and will run to 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.
 - Planning initiated for Summer Reading 2024 “Adventure Begins at Your Library”. Kickoff event scheduled Saturday 06/01/2024,

- **Marketing/Fundraising/Special Events Committee Report (S. Burke)**
 - General Fundraising
 - Presented “Fundraising Report 2.21.24”: Highlights include:
 - Bingo event scheduled 03/10/2024 at American Legion; New Holland, PA. Sponsor for prizes in amount of \$1,200 obtained 02/21/2024.
 - Match from Re-Uzit received.
 - Capital Campaign mailer for basement renovation furniture sent 01/20/2024.
 - New Holland Auto will be making a sizeable donation again.
 - Grants (L. Reinsfelder)
 - Continuing to pursue grant opportunities.
 - Reviewing “Foundation Directory” at Lancaster City Library,
 - Signed up for Training Day for Friends and Trustees scheduled for 03/23/2024.
 - Endowments
 - Nothing new to report.

- Municipalities
 - Caernarvon Township Meeting attended by S. Burke.
 - Earl Township Meeting 02/05/2024 attended by L. Reinsfelder and A. D'Agostino.
 - New Holland Borough Council Meeting 02/06/2024 attended by L. Vescovich.
 - Terre Hill Borough Meeting attended by S. Burke.

- **Governance Committee Report** (L. Vescovich)
 - Motion to revise “ELANCO Library Board By-Laws 2023-04-19” per “ELANCO Library Board By-Laws 2023-04-19 With Proposed Changes 2024-01-16(1040)” as presented at 01/17/2024 Regular Meeting MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Allows serving as a Voting Member if having primary residence or substantial business interest in the ELANCO Library service area or Upper Leacock Township. Currently limited to primary residence.
 - Incorporates revisions to resolve confusion between Voting Member and Non-Voting Member.
 - Governance Committee nominates Joy Dlugosz as a new Voting Member based on review of resume and interview 01/29/2024. Motion to elect Joy Dlugosz as Seat 3 Voting Member to serve an unexpired term starting at close of 02/21/2024 Regular Meeting and ending at close of 2026 Annual Meeting. MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Governance Committee nominates Jenn Esbenshade as a new Voting Member based on review of resume and interview 01/25/2024. Motion to elect Jenn Esbenshade as Seat 5 Voting Member to serve Term 1 starting at close of 02/21/2024 Regular Meeting and ending at close of 2027 Annual Meeting. MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Governance Committee nominates Patrick Deibler as a new Voting Member based on review of resume and interview 02/08/2024. Motion to elect Patrick Deibler as Seat 6 Voting Member to serve Term 1 starting at close of 02/21/2024 Regular Meeting and ending at close of 2027 Annual Meeting. MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.
 - Motion to revise Policy EL-100 in accordance with “EL-100 2024-02-05(1510) Library Services; Library Circulation Policy DRAFT” MOVED by L. Vescovich, SECONDED by T. Carr, and PASSED.
 - Incorporates changes to bring ELANCO Library into compliance with all the updates made to Library System of Lancaster County since “EL-100 2019-03-13 Library Services; Library Circulation Policy” was adopted.
 - Improves formatting and consistency of terms.
 - Motion to revise Policy EL-204 in accordance with “EL-204 2024-02-05(1530) Human Resources; Employee Time DRAFT” MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.
 - Establishes a 40-hour work week as the norm for full-time employees and allows full-time employees to take equivalent time off (‘comp time’) in the event of overages (See Policy 2. Overtime c.).
 - Updates the holidays that full-time employees will receive holiday pay to be consistent with “Policy EL-400 Building Operations; Building Hours & Days of Operation”. (See Policy 4. Holiday Pay a.).

- Updates Inclement Weather policy by deleting “If a business interruption occurs longer than one full week, the regulation set forth under the Fair Labor Standards Act will apply.” (See Policy 5. Inclement Weather c.)
 - Establishes latest policy for paid vacation time for full-time employees. (See Policy 6. Vacation Time b.).
 - Replaces and expands “Extended Medical Leave or Maternity Leave” with “Extended Personal Leave”. Decreases maximum length of any Extended Personal Leave under this policy to six weeks (42 days) from 90 days. An employee is eligible for Extended Personal Leave if he or she has been employed by the ELANCO Library for at least 12 months Versus 6 months. Establishes protections for employees who take Extended Medical Leave or Maternity Leave, stating that they are entitled to return to their job after the leave. (See Policy 8 Extended Personal Leave).
 - Adds “Referenced Policies”. Note that Policy “EL-201 Human Resources; Conditions of Employment” Is not yet available.
 - Improves formatting and consistency of terms.
- Reviewing “Officer Transition Letter”.
 - Reviewing “Library Board Member Agreement”.
 - Signing of 2024 Conflict of Interest Affirmation (Form LF104) completed and filed in accordance with “Policy EL-200 2021-02-16” per A. D’Agostino.
- **Management Committee Report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-02-20(1420) All”.
 - Reviewed “ELANCO Library Maintenance One-Time Items 2024-02-20(1640)”.

New Business

- **Anna & Jen Thank You**
 - Expressed appreciation and gift to A. D’Agostino (Director) and J. Watson (Asst Director) for renovation preparation.
- **Upcoming Board Meetings**
 - Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 03/20/2024 in-person at Library.
- **Correspondence**
 - S. Burke to prepare and send thank you letters to municipalities for donation.

Adjournment

Motion to adjourn MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
Adjourned at 8:51pm.

Minutes by: L. Vescovich