

Date: Wednesday, March 20, 2024

Call to Order

Held in-person at Library

Meeting called to order 7:03pm by S. Burke

Voting Board Members:

Attending: S. Burke (President), T. Carr, P. Deibler, J. Dlugosz, J. Esbenshade,
L. Reinsfelder (Vice President), 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 03/20/2024 Regular Meeting Agenda MOVED by L. Reinsfelder, SECONDED by T. Carr, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 02/21/2024 Regular Meeting Minutes MOVED by L. Reinsfelder, SECONDED by P. Deibler, and PASSED.

Current Business

- **Treasurer Report** (S. Burke for S. Bednar)
 - Motion to accept the "2024-01 Finance Report" and the "2024-02 Financial Report" MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
- **Director's Report** (A. D'Agostino)
 - Presented "Directors Report 2024.03" and "Statistical Report 2024.02": Highlights include:
 - Basement renovation going well.

- Construction going as planned. Construction to be completed 04/01/2024.
 - Furniture and furnishings mostly selected and ordered.
 - Board commended staff for keeping Library running smoothly during basement renovation.
 - Completed and submitted annual State Report required by the Commonwealth of Pennsylvania.
 - Presented “ELANCOLibrary2023AnnualStateReport”:
 - Presented “AR-SD-Lancaster-EasternLancasterCountyLibrary-2023”:
 - Reviewed cost savings secured by library staff between 02/22/2024 and 03/20/2024. Total savings were \$10,440.97; most related to procurement of furniture and furnishings associated with basement renovation.
 - Arranged for library to participate in Community Helper Month at Kinder Haus Day Care
 - Working with Beth Boll about potential new partnership and 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.
 - Working with ELANCO School District and Library System of Lancaster County to set up mechanism by which all public library students can automatically receive a library card/library account via school registration form / data transfer from school to library system.
 - Working with New Holland Area Historical Society, to digitize the New Holland Clarion.
- **Assistant Director Report (J. Watson)**
 - Presented “3-24Assistant Directors Report”: Highlights include:
 - Solar Eclipse program scheduled for 04/08/2024.
 - Winter Reading Challenge for Children and Adults (bingo sheet) ended 02/24/2024. A total of 176 people participated.
 - Participating in the Community Read Program again this year with Longwood Gardens. Our program is “Nature Journaling in Your Garden” scheduled 05/11/2024.
 - Continuing to plan 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 3.18.24”: Highlights include:
 - Bingo event held 03/10/2024 was a huge success-\$5,617.50 profit. \$1,350 was donated which covered the bingo games, flyers, tickets, and gift cards. A fall bingo will be planned.
 - Donation received from New Holland Auto.
 - Capital Campaign mailer for children’s renovation furniture sent 01/20/2024 to approximately 7,000 homes. Renovation donations as of 03/20/2024 total approximately \$8,000.
 - Two new vacuum cleaners donated to Library, one by Friends of the Library and the other by S. Burke.

- Plan to schedule 2024 Autumn Jubilee either Thursday 11/07/2024 or Thursday 11/14/2024.
- Grants (L. Reinsfelder)
 - Continuing to pursue grant opportunities.
- Endowments
 - Nothing new to report.
- Municipalities
 - Caernarvon Township Meeting 03/04/2024 attended by S. Burke.
 - L. Reinsfelder worked with Earl Township to waive basement renovation permit fee.
 - New Holland Borough Council Meeting 03/05/2024 attended by L. Vescovich.
 - Expressed appreciation for approval of the first half of New Holland Borough budgeted donation to ELANCO Library in amount of \$9,000.
 - Terre Hill Borough Meeting 03/12/2024 attended by S. Burke.
- **Governance Committee Report** (L. Vescovich)
 - For clarification, changed label of dropbox directory “Board Development” to “Board General Guidance” and revised labeling of subdirectories and files under “Board General Guidance”. PA Board Handbooks (aka: Manuals) can now be found in dropbox under ELANCO Board of Trustees > Board General Guidance > Board Handbooks.
 - Added “Form LF117 (Board of Trustees Member Agreement) 2024-03-19(2215)”.
 - Based on example in “PA BoardHandbook 2011 GettingOnBoard” supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Commonwealth of Pennsylvania; Department of Education; Office of Commonwealth Libraries. “PA BoardHandbook 2011 GettingOnBoard” is posted to dropbox under ELANCO Board of Trustees > Board General Guidance > Board Handbooks.
 - As soon as possible after initial election and completion of orientation checklist, expect all Voting Members to review, sign, and return to Library Director to file in personnel file.
 - Library Director to notify Governance Committee of any Voting Members that need to sign.
 - Updated Orientation Checklist (see “Form LF113 (Orientation Checklist) 2024-03-19(1550)” posted in dropbox under ELANCO Board of Trustees > Bylaws Policies Forms > Library Forms).
 - Added additional items based on Board of Trustees Member Agreement example in “PA BoardHandbook 2011 GettingOnBoard”.
 - Under Secretary: Discuss Library Board Roster and location in Dropbox
 - Under Governance Committee: Provide location and discuss PA Board Handbook 2011 Getting on Board
 - Under President: Provide and review Form LF117 Board of Trustees Member Agreement
 - Determined “Officer Letter of Transition” is unnecessary and will not be implemented.

- Provided “Form LF104 (Conflict of Interest Affirmation) 2021-01-04” to new Board members to be signed for 2024. Signed Conflict of Interest Affirmation forms are to be returned to Library Director for further processing.
- Working on revision to Policy “EL-303 2021-04-20 Fiduciary; Endowment Fund”
- Working on revision to Policy “EL-305 2022-12-21 Fiduciary; Appointment of Auditor”
- Working on revision to Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments”
- **Management Committee Report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-03-20(0915); All”.
 - Reviewed “ELANCO Library Maintenance One-Time Items 2024-03-20(0940)”.
 - Governance Committee to review Lease Agreement between "Garden Spot Village" and "The New Holland Community Library, Inc" made 06/06/1996 and provide recommendations to the Board.
 - L. Reinsfelder offered to pursue Garden Spot Village support for selected building maintenance and repairs.

New Business

- **New Board Members Welcomed**
- **Committee Member Appointment Additions**
 - Motion to confirm the following Committee Member appointment additions by President MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
 - Marketing/Fundraising/Special Events Committee: J. Esbenshade
 - Governance Committee: P. Deibler, J. Dlugosz
- **Board Member Resignation**
 - S. Pompilii resigned creating a Seat 7 unexpired partial term ending at close of 2025 Annual Meeting.
- **Upcoming Board Meetings**
 - Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 04/17/2024 in-person at Library.
- **Correspondence**
 - Thank You card prepared by S. Bednar available for use.

Adjournment

Motion to adjourn MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
Adjourned at 8:44pm.

Minutes by: L. Vescovich