

**Date:** Wednesday, April 17, 2024

**Call to Order**

Held in-person at Library

Meeting called to order 7:00pm by S. Burke

Voting Board Members:

Attending: S. Bednar (Treasurer), S. Burke (President), T. Carr, P. Deibler,  
J. Esbenshade, L. Reinsfelder (Vice President), L. Vescovich (Secretary)

Absent: J. Dlugosz

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 04/17/2024 Regular Meeting Agenda MOVED by L. Reinsfelder, SECONDED by T. Carr, and PASSED.

**Approval of Minutes of Previous Meetings**

- Motion to approve 03/20/2024 Regular Meeting Minutes MOVED by P. Deibler, SECONDED by T. Carr, and PASSED.

**Current Business**

- **Treasurer Report** (S. Bednar)
  - Presented "Treasurers Report 2024-04-29".
  - Document received from Lancaster County Community Foundation (LCCF) identifying amount that can be withdrawn from the ELANCO Library Endowment Fund in 2024 (assuming "Policy EL-303 2021-04-20 Fiduciary; Endowment Fund" is changed to allow). At time 2024 budget was approved, intent was to transfer \$8,000 from ELANCO Library Endowment Fund to the ELANCO Library Operating Account.

- Currently have two credit cards (one in name of Treasurer and one in name of ELANCO Library). Considering increasing limit on each existing credit card to \$5,000 per card for a total of \$10,000. Would require change to “Policy EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments”. Director to survey other libraries to identify alternative credit card issuers.
  - Virtual training meeting with LCCF scheduled 04/29/2024 to discuss Endowment Fund and Flex Fund.
  - Working on capitalization policy.
  - Working to pursue alternative to Lancaster County Community Foundation (LCCF) Flex Fund that has a similar or higher return on investment with less risk/volatility.
  - Motion to accept the “2024-03 Finance Report” MOVED by P. Deibler, SECONDED by T. Carr, and PASSED.
- **Director’s Report (A. D’Agostino)**
    - Presented “Directors Report 2024.04” and “Statistical Report 2024.03”: Highlights include:
      - Job opening for new Library Assistant position posted 03/13/2024. Currently have 16 applicants.
      - Planning for summer programs and special events ongoing. Expect to provide Summer 2024 Events Catalog by early May 2024.
      - Working with Kinder Haus preschool to arrange for field trips to the Library and/or Library outreach events at Kinder Haus during the summer.
      - Arranging three Library outreach events at Garden Spot Village during the summer.
      - Working on some co-sponsored programs with Historic Poole Forge.
- **Assistant Director Report (J. Watson)**
    - Presented “4-24Assistant Directors Report”: Highlights include:
      - Solar Eclipse party held 04/08/2024 was a great success attended by approximately 100 people. Handed out 70 glasses to safely view eclipse.
      - Participated in both the New Holland and Terre Hill Easter Egg Hunts and gave away about 100 books.
      - Held Easter Egg drop event at the Library.
      - Basement renovation construction is wrapping up. Completing plans to install furniture and move collection back.
      - Storytime at Precious Ones Preschool currently held one per month will be discontinued at end of May 2024. Hoping to start doing storytimes at Kinder Haus preschool.
      - Participating in the Community Read Program again this year with Longwood Gardens. Program on nature journaling in your garden scheduled for 05/11/2024.
- **Marketing/Fundraising/Special Events Committee Report (S. Burke)**
    - General Fundraising
      - Presented “Fundraising Report 4.15.24”: Highlights include:
        - Based on a cost-effort-benefit analysis, no longer planning to have an Autumn Jubilee event in 2024. In its place, Fall Bingo event being planned.
          - Secured \$500 from Tractor Supply as the sponsor.

- Planning to use business donations that would have been provided for Jubilee as basket bingo prizes.
  - In addition to the baskets, considering three special games with prizes worth \$200.
- During meeting with I, Scott Miller 04/09/2024, secured \$3,000 from Garden Spot Village to be used at the discretion of the Library.
- Discussed donation appeal fund drive strategy. Currently planning campaign to go out June 2024. Input requested by Regular Meeting May 2024 regarding following:
  - Should contact list be targeted or widespread.
  - Should contact list be purchased or should we use in-house resources.
  - Should format be letter, postcard, eMail, social media, or other.
  - Should there be one appeal or two appeals per year.
  - When should appeal(s) be initiated.
  - Should ways to make it easier to submit donation be incorporated. Consider one click to pay electronically.
  - Should choices for donations be made available (such as operating expenses or capital expenses). If so, what choices. Current ELANCO Library website already has some. Working to improve.
- Donation boxes placed at circulation desk have raised \$772 in passive income since 12/21/2023.
- Grants (L. Reinsfelder)
  - Continuing to pursue grant opportunities.
  - Signed up for PA Library Association training session.
- Endowments
  - Nothing new to report.
- Municipalities
  - Caernarvon Township Meeting 04/01/2024 attended by A. D'Agostino.
  - Earl Township Meeting 05/01/2024 attended by L. Reinsfelder
    - Provided update on Basement Renovation Project. Extended invitation to visit when completed.
  - New Holland Borough Council Meeting 04/02/2024 attended by L. Vescovich and A. D'Agostino.
    - Extended invitation to attend Solar Eclipse Party scheduled for 04/08/2024.
    - Talked up adult lecture series planned for Summer 2024.
    - Provided update on Basement Renovation Project. Extended invitation to visit when completed.
  - Terre Hill Borough Meeting 04/09/2024 attended by S. Burke.
    - Provided update on Basement Renovation Project. Extended invitation to visit when completed.

- **Governance Committee Report** (L. Vescovich)
  - Garden Spot Village (GSV) / ELANCO Library Lease Agreement
    - Per agreement initially made 06/06/1996, signed 07/06/1996, and amended 10/30/1996 (“LeaseAgreement GSV\_ELANCO Library 1996-10-30 Amended”); GSV leases the premises the Library building owned by ELANCO Library was constructed upon to New Holland Community Library (currently understood to be Eastern Lancaster County (ELANCO) Library).
      - Per Section 2, Lease commenced 08/01/1996 and terminates 07/01/2026 (if notified per Section 14).
      - Per Section 14, either party may determine (interpret as “Either party may terminate”) this Lease at the end of said term by giving to the other party prior written notice thereof two (2) years prior to the end thereof (07/01/2024 for current term), but in default of such notice, this Lease shall continue upon the same terms and conditions in force immediately prior to the expiration of the term hereof as are herein contained for a further period of ten (10) years, and so on from renewal term to renewal term unless or until terminated by either party hereto giving the other the aforementioned written notice for removal previous to expiration of the then current term.
    - On 04/09/2024, S. Burke and L. Reinsfelder met with GSV COO Stephen Muller to discuss the GSV Lease to ELANCO Library. GSV expressed willingness to continue their Lease relationship with ELANCO Library in accordance with Section 14 of “LeaseAgreement GSV\_ELANCO Library 1996-10-30 Amended” through 07/01/2036 with no changes. Confirmed in GSV correspondence dated 04/12/2024.
    - Motion that ELANCO Library intends the “LeaseAgreement GSV\_ELANCO Library 1996-10-30 Amended” continue for another ten (10) year period (07/01/2026 to 07/01/2036) with no changes MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED.
  - Motion to revise ELANCO Library Policy EL-303 in accordance with “EL-303 2021-04-20 Fiduciary; Endowment Fund-Wchng2024-04-17(1955)” MOVED by L. Reinsfelder, SECONDED by L. Vescovich, and PASSED.
    - Allows Board to direct by majority vote to transfer any portion of the ELANCO Library Endowment Fund available for withdrawal to the ELANCO Library Operating Account.
    - Requires Board to direct by majority vote the portion of a bequest received by the library to be added to the ELANCO Library Endowment Fund (unless otherwise specified in the bequest).
    - Improves formatting and consistency of terms.
  - Motion to revise ELANCO Library Policy EL-305 in accordance with “EL-305 2022-12-21 Fiduciary; Appointment of Auditor-Wchng2024-04-17(2000)” MOVED by L. Vescovich, SECONDED by T. Carr, and PASSED.
    - Updates current appointment.
    - Eliminates requirement for library to periodically solicit requests for proposals to provide auditor services.
    - Improves formatting and consistency of terms.
  - Revisions to ELANCO Library Policy EL-307 in accordance with “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments-Wchng2024-04-16(1350)” discussed. Further action deferred pending input from Treasurer.

- Added “Form LF118 (Reimbursement Request) 2024-04-15(1622)”.
- **Management Committee Report** (L. Vescovich)
  - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-04-17(0900); All”.
  - Reviewed “ELANCO Library Maintenance One-Time Items 2024-04-17(0920)”.
    - ELANCO Library / New Holland Band Sublease Agreement
      - Per agreement initially made 07/01/1997, ELANCO Library subleases space to the New Holland Band.
        - Per Section 2, the term of this Lease shall commence upon completion of construction of improvements to the Premises being leased from Garden Spot Village, Inc., and occupancy of the building by ELANCO Library and shall continue until 07/01/2026.
        - Per Section 15, either party hereto may terminate this Lease at the end of the Lease Term by giving the other party written notice thereof One (1) year prior to the end thereof (07/01/2025 for current term). In default of such notice, this Lease shall continue upon the same terms and conditions in force immediately prior to the expiration of the term hereof as are herein contained for a further period of (10) years, and so on from renewal term to renewal term or until terminated by either party hereto giving the other the aforementioned written notice for removal previous to the expiration of the then current renewal term.
    - On 03/27/2024, S. Burke and L. Reinsfelder met with New Holland Band John Zimmerman and Fred Hughes to discuss the ELANCO Library Sublease to New Holland Band. Further discussions planned.

## **New Business**

- **Upcoming Board Meetings**
  - Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 06/15/2024 in-person at Library.
- **Correspondence**
  - None.

## **Adjournment**

Motion to adjourn MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED. Adjourned at 9:14pm.

Minutes by: L. Vescovich