

**Date:** Wednesday, May 15, 2024

**Call to Order**

Held in-person at Library

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

Voting Board Members:

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

Absent: P. Deibler

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 05/15/2024 Regular Meeting Agenda MOVED by L. Vescovich, SECONDED by T. Carr, and PASSED.

**Approval of Minutes of Previous Meetings**

- Motion to approve 04/17/2024 Regular Meeting Minutes MOVED by L. Reinsfelder, SECONDED by J. Esbenshade, and PASSED.

**Current Business**

- **Treasurer Report** (S. Bednar)
  - Presented "Treasurers Report 2024-05-15".
  - Virtual training meeting with Lancaster County Community Foundation (LCCF) held 04/29/2024 to discuss Endowment Fund and Flex Fund. See "Minutes - 2024-04-29 (LCCF Zoom Call Endowment\_FlexFnd) Draft4".

- Correspondence dated 03/28/2024 was received from Lancaster County Community Foundation (LCCF) identifying an ELANCO Library Endowment Fund Agency portion 2024 Available to Grant amount of \$11,680.43 and identifying an ELANCO Library Endowment Fund Designated portion 2024 Available to Grant amount of \$654.63. The ELANCO Library has until 10/31/2024 to notify LCCF to distribute by grant or by default the 2024 Available to Grant amount balance will be reinvested in the endowment fund. Motion that LCCF be notified to distribute by grant \$11,680.43 of the ELANCO Library Endowment Fund Agency portion 2024 annual Available to Grant amount plus \$654.63 of the ELANCO Library Endowment Fund Designated portion 2024 annual Available to Grant amount (for a total of \$12,335.06) to the ELANCO Library Operating Account MOVED by L. Vescovich, SECONDED by J. Dlugosz, and PASSED.
- Working to provide proposed changes to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments”.
  - Credit Card Payments
    - Currently states:  
For improved efficiency in smaller transactions and with online vendors, the Library Director and/or Assistant Director may be issued a credit card under the name ELANCO Library and with a credit limit of \$1,000. Receipts for credit card transactions shall be initialed by the Library Director and submitted to the Controller so that they may be reconciled with the monthly statements. Payments to the credit card company will be made by check.
    - 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.
    - Looking at credit card alternatives,
  - Debit Card Payments
    - Apparently we currently do not have a debit card nor is one intended. Consider deleting section regarding debit card.
  - Reporting
    - Revise to: Upon request, the Board will be provided with a report of journal entries; showing dates, check numbers, payees, and amounts for all payment transactions.
- Working on providing input for 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 “2024-04 Finance Report” MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.
- **Director’s Report** (A. D’Agostino)
  - Presented “Directors Report 2024.05”: Highlights include:
    - Plans for Summer programs finalized. Events Catalog is available. It includes many programs for adults in addition to children.

- Basement renovation construction work was substantially completed 04/22/2024 with only a few punchlist items remaining. Working on moving items back in. Appreciation expressed for volunteers from Revelation Of Freedom Ministries (including Jon Pirkle, Ron Shane, Mr. Elwood, and others) and for Library Assistants for helping to assemble furniture, empty storage Pod, re-shelve books, and otherwise assisting. The Children’s Library Grand Reopening is scheduled for 10am to 12pm Saturday 06/01/2024 along with the Summer Reading Kickoff Party and Resource Fair.
  - Interviews for Library Assistant scheduled for the weeks of 05/13/2024 and 05/20/2024.
  - ELANCO Library will be a community partner for Pennsylvania College of Art & Design (PCA&D)’s “Creativity is....A Community Art Exhibition”.
  - ELANCO Library is hosting a Play & Learn series for families with children cosponsored by Community Action Partnership, CrossNet Ministries, The Basics Lancaster County, and the ELANCO School District.
- **Assistant Director Report (J. Watson)**
  - Presented “5-24Assistant Directors Report”: Highlights include:
    - Participated in the Community Read Program again this year with Longwood Gardens. Program on nature journaling in your garden held 05/11/2024.
- **Marketing/Fundraising/Special Events Committee Report (S. Burke)**
  - General Fundraising
    - Nothing new to report:
  - Grants (L. Reinsfelder)
    - Continuing to pursue grant opportunities.
  - Endowments
    - Nothing new to report.
  - Municipalities
    - Earl Township Meeting 05/06/2024 attended by L. Reinsfelder and J. Esbenshade.
    - East Earl Township Meeting 05/14/2024 attended by S. Bednar and A. D’Agostino.
    - New Holland Borough Council Meeting 05/07/2024 attended by L. Vescovich.
    - Terre Hill Borough Meeting 05/14/2024 attended by S. Burke.
- **Governance Committee Report (L. Vescovich)**
  - Revisions to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments” pending input from Treasurer.
- **Management Committee Report (L. Vescovich)**
  - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-05-15(1125); Slctd”.
  - Reviewed “ELANCO Library Maintenance One-Time Items 2024-05-15(0945)”.

## **New Business**

- **Upcoming Board Meetings**

- Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 06/19/2024 in-person at Library.

- **Correspondence**

- Nothing new to report.

## **Adjournment**

Motion to adjourn MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.  
Adjourned at 7:59pm.

Minutes by: L. Vescovich