

Date: Wednesday, June 19, 2024

Call to Order

Held in-person at Library

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

Voting Board Members:

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

Absent: T. Carr, P. Deibler, L. Reinsfelder (Vice President)

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 06/19/2024 Regular Meeting Agenda MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 05/15/2024 Regular Meeting Minutes MOVED by J. Dlugosz, SECONDED by S. Bednar, and PASSED.

Current Business

- **Treasurer Report** (S. Bednar)
 - Presented "Treasurers Report 2024-06-19".
 - Presented "ELANCO Library Finance Assets History 2024-05-31".
 - Input for capitalization policy provided 06/18/2024.
 - Continuing to work on proposed changes to ELANCO Library Policy "EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments".
 - Determined Lancaster County Community Foundation (LCCF) Flex Fund is sufficient for long term investment of funds and no other similar alternative is necessary at this time.

- Motion to accept the “2024-05 Finance Report” MOVED by L. Vescovich, SECONDED by J. Dlugosz, and PASSED.
- **Director’s Report** (A. D’Agostino)
 - Presented “Directors Report 2024.06”: Highlights include:
 - Two new Library Assistants began work 06/10/2024.
 - Working on delivery and outreach to Welsh Mountain Home.
 - Alice Irwin, Pre-K Literacy /Transitional Specialist for ELANCO School District, is holding parent/family meetings at ELANCO Library.
 - To start monthly Storytimes at Kinderhaus Preschool.
 - The Children’s Library Grand Reopening, Summer Reading Kickoff Party, and Resource Fair was held 06/01/2024 A good time was had by all. Approximately 400 people attended.
 - Feedback from patrons regarding the basement renovation has been overwhelmingly positive. Working on having acoustic panels installed to mitigate noise.
 - So far, 892 children signed up for Summer 2024 Reading Program “The Adventure Begins”. Goes from 06/01/2024 to 08/10/2024.
 - Approximately 60 adults (readers aged 20 and older) signed up for Summer 2024 Reading Challenge for Adults. Goes from 06/01/2024 to 08/10/2024.
 - In process of updating website.
 - Air Conditioning (AC) unit controlled by Thermostat T4 Floor2 W failed. AC outdoor condensing unit and indoor direct expansion (DX) evaporator coil replaced 06/12/2024 by The Witmer Company. Retained existing furnace and blower.
- **Assistant Director Report** (J. Watson)
 - Presented “6-24Assistant Directors Report”: Highlights include:
 - Partnering with Parents as Teachers and Community Action Partnership to host a Summer Play and Learn Program series at the Library from May 2024 to June 2024. Cosponsored by Community Action Partnership, CrossNet Ministries, The Basics Lancaster County, and the ELANCO School District.
 - Revamped 1,000 Books Before Kindergarten program.
 - For those that want to go beyond the Summer 2024 Reading Program, offering Extra Mile Challenge program. Has been very popular past two summers.
 - ELANCO Library is a distribution center for 2024 “GO Lancaster !” program.
- **Marketing/Fundraising/Special Events Committee Report** (S. Burke)
 - General Fundraising
 - Presented “Fundraising Report 6.17.24”: Highlights include:
 - Working on fall Bingo event date.
 - The continuing support of Tractor Supply for the Library is greatly appreciated.
 - Articles on renovation project in LNP Newspaper 06/02/2024 written by Carole Deck and in Pennysaver 06/11/2024 greatly appreciated.
 - Thank you to T. Carr for promoting the library at the New Holland Professional Referral Exchange meeting.

- Reviewed Annual Appeal and Children’s Library Appeal letters to be sent out by 08/01/2024.
- Grants
 - Continuing to pursue grant opportunities.
- Endowments
 - Nothing new to report.
- Municipalities
 - Caernarvon Township Meeting 06/03/2024 attended by S. Burke.
 - Earl Township Meeting attended by L. Reinsfelder.
 - New Holland Borough Council Meeting 06/04/2024 attended by L. Vescovich.
 - Terre Hill Borough Meeting 06/11/2024 attended by A. D’Agostino.
- **Governance Committee Report** (L. Vescovich)
 - Revisions to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments” pending input from Treasurer.
 - Working on Capitalization Policy based on input from Treasurer.
- **Management Committee Report** (L. Vescovich)
 - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-06-19(1440)”.
 - Reviewed “ELANCO Library Maintenance One-Time Items 2024-06-19(1420)”.

New Business

- **Upcoming Board Meetings**
 - Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 07/17/2024 in-person at Library. If unable to attend, voting members are to provide as much notice as possible.
- **Correspondence**
 - Nothing new to report.
- **Executive Session**
 - Motion to move to executive session to discuss personnel issue MOVED by L. Vescovich, SECONDED by S. Bednar, and PASSED.
 - Moved to Executive Session 8:17pm.
 - Motion to end Executive Session and return to Regular Meeting MOVED by L. Vescovich, SECONDED by J. Esbenshade, and PASSED.
 - Exited Executive Session and returned to Regular Meeting 8:25pm.

- **Staff Appreciation for Basement Renovation Project**

- Motion to authorize funds in amount of \$250 to A. D'Agostino (Director), \$250 to J. Watson (Asst Director), and \$500 for the remaining staff to be used at discretion of Library Director in appreciation for extraordinary efforts in making the Basement Renovation Project a huge success MOVED by L. Vescovich, SECONDED by S. Burke, and PASSED.

Adjournment

Motion to adjourn MOVED by J. Esbenshade, SECONDED by J. Dlugosz, and PASSED.
Adjourned at 8:26pm.

Minutes by: L. Vescovich