

**Date:** Wednesday, September 18, 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, P. Deibler, J. Dlugosz, J. Esbenshade,  
L. Reinsfelder (Vice President), L. Vescovich (Secretary)

Absent: S. Bednar (Treasurer)

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 09/18/2024 Regular Meeting Agenda MOVED by L. Vescovich, SECONDED by T. Carr, and PASSED.

**Approval of Minutes of Previous Meetings**

- Motion to approve 07/17/2024 Regular Meeting Minutes MOVED by P. Deibler, SECONDED by T. Carr, and PASSED.
- Regular Meeting scheduled for 08/21/2024 was canceled.

**Current Business**

- **Treasurer Report** (S. Bednar)
  - Presented "Treasurers Report 2024-09-18".
  - Continuing to work on providing proposed changes to ELANCO Library Policy "EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments".
  - Motion to accept the "2024-07 Finance Report" MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED.

- **Director’s Report** (A. D’Agostino)
  - Presented “Directors Report 2024.08, “Directors Report 2024.09”, “Statistical Report 2024.07”, and “Statistical Report 2024.08”: Highlights include:
    - Increasing library support to homeschoolers.
    - The Community Involvement Club at New Holland Elementary School is planning to have a “penny wars” fund raiser to benefit the ELANCO Library Fall 2024.
    - Working with M&T Bank to schedule financial literacy programs at ELANCO Library.
    - Providing donated/discarded magazines and other materials to Pathways School for their use in art projects and other school assignments.
    - ELANCO Library’s circulation for July 2024 increased by 23% over July 2023.
    - ELANCO Library’s monthly circulation for July 2024 is the highest monthly circulation on record in the last 10 years. (Pre-2014 data not available for comparison).
    - 94 new library cards were issued in July, the highest July for new card registrations in at least nine years. (Pre-2015 data not available for comparison).
    - ELANCO Library’s team of Library Assistants and Asst Director J. Watson did an amazing job of handling the increased volume while providing excellent service to library patrons.
  
- **Assistant Director Report** (J. Watson)
  - Presented “9-24Assistant Directors Report”. Highlights include:
    - Record library use during summer 2024. Presented “Statistical Report 2024.10 SummerReading ELANCO Service Area”.
  
- **Marketing/Fundraising/Special Events Committee Report** (S. Burke)
  - General Fundraising
    - Presented “Fundraising Report 9.17.24”.
    - Annual Appeal Letter mailed 08/012024.
    - Attended Building Community Leaders meeting 09/04/2024.
    - Flyers and tickets for Bingo event scheduled 11/03/2024 to be ordered by 09/20/2024.
    - Friends of the Library has scheduled a half off book sale 09/21/2024.
    - Friends of the Library has scheduled a book sale 12/07/2024. To be held in conjunction with Library yard sale also scheduled for 12/07/2024.
  - Grants (L. Reinsfelder)
    - Continuing to pursue grant opportunities.
      - Submitted Anne Brossman Sweigert Charitable Foundation grant application for large print materials and Spanish language materials.
      - Drafting Ressler Mill and Land O’Lakes grant applications.
      - Reviewing Educational Improvement Tax Credit (EITC) requirements.

- Endowments
  - J. Dlugosz attended “Planned Giving 101: What Every Development Officer Needs to Know Workshop” on 07/31/2024. Presented summary.
- Municipalities
  - August Meetings:
    - Caernarvon Township Meeting 08/05/2024 attended by S. Burke.
    - Earl Township Meeting 08/05/2024 attended by L. Reinsfelder.
    - East Earl Township Meeting 08/13/2024 attended by S. Bednar.
    - New Holland Borough Council Meeting 08/06/2024 attended by L. Vescovich and S. Burke.
    - Terre Hill Borough Meeting 08/09/2024 attended by J. Dlugosz.
  - September Meetings:
    - Caernarvon Township Meeting 09/03/2024 attended by S. Burke.
    - Earl Township Meeting 09/03/2024 attended by L. Reinsfelder.
    - East Earl Township Meeting 09/10/2024 attended by S. Bednar.
    - New Holland Borough Council Meeting 09/03/2024 attended by L. Vescovich.
- **Governance Committee Report** (L. Vescovich)
  - Governance Committee nominates Mark Mooshian as a new Voting Member based on review of resume and interview 08/15/2024. Motion to elect Mark Mooshian as Seat 7 Voting Member to serve an unexpired term starting at close of 09/18/2024 Regular Meeting and ending at close of 2025 Annual Meeting MOVED by L. Vescovich, SECONDED by P. Deibler, and PASSED.
  - Revisions to ELANCO Library Policy “EL-307 2021-10-19 Fiduciary; Authorizing and Making Payments” pending input from Treasurer.
  - Continuing to work on new capitalization policy.
- **Management Committee Report** (L. Vescovich)
  - Reviewed “ELANCO Library Operational Plan 2023-2025 2024-09-17(1620)”.
  - Reviewed “ELANCO Library Maintenance One-Time Items 2024-09-17(2145); 2024”.

**New Business**

- **Meet With Staff**
  - Board Members invited to meet with staff 9am 09/25/2024 at the Library to show appreciation along with announcement of award for extraordinary efforts in making the Basement Renovation Project a huge success as passed at 06/19/2024 Board of Trustees Regular Meeting.
- **2024 ExtraGive and Giving Tuesday**
  - Director to apply to both 2024 ExtraGive and 2024 Giving Tuesday.

- **Upcoming Board Meetings**

- Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 10/16/2024 in-person at Library.

- **Correspondence**

- None.

**Adjournment**

Motion to adjourn MOVED by L. Vescovich, SECONDED by T. Carr, and PASSED. Adjourned at 8:36pm.

Minutes by: L. Vescovich