

Date: Wednesday, October 16, 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,
M. Mooshian, L. Reinsfelder (Vice President), L. Vescovich (Secretary)

Absent: T. Carr, 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 10/16/2024 Regular Meeting Agenda MOVED by J. Dlugosz, SECONDED by L. Reinsfelder, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 09/18/2024 Regular Meeting Minutes MOVED by L. Vescovich, SECONDED by L. Reinsfelder, and PASSED.

Current Business

- **Treasurer Report** (S. Bednar)
 - Presented "Treasurers Report 2024-10-16".
 - 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 "2024-09 Finance Report" MOVED by L. Vescovich, SECONDED by J. Dlugosz, and PASSED.

- **Director’s Report (A. D’Agostino)**
 - Presented “Directors Report 2024.10” and “Statistical Report 2024.09”: Highlights include:
 - ELANCO Library circulation for September 2024 increased by 21% as compared to September 2023 (County-wide circulation increased only 1% from September 2023 to September 2024). ELANCO Library circulation for September 2024 significantly exceeded circulation for September 2019 (a record high-guse year).
 - Working with New Holland Area Historical Society on the digitization of the New Holland Clarion, 1954-1984.
 - Reviewing available options for elevator repair and maintenance and for three-year state-mandated elevator test. Currently have a contract with Kencor.
 - Photocopier Contract with Stewart Business Solutions canceled and replaced by Photocopier Contract with Toshiba Business Solutions.
 - Signed a new contract for GiftWorks, the Library’s donor management platform. Support for GiftWorks Desktop is being discontinued. The Library is switching over to the online version.

- **Assistant Director Report (J. Watson)**
 - Presented “10-24Assistant Directors Report”. Highlights include:
 - Developing, assembling, and packaging new STEM kits acquired with Ressler Mill Foundation Grant funds and Anne Brossman Sweigart Charitable Foundation Grant funds.
 - Participated in Coffee With A Cop event on 09/11/2024 at New Holland Coffee Co.

- **Marketing/Fundraising/Special Events Committee Report (S. Burke)**
 - General Fundraising
 - Presented “Fundraising Report 10.14.24”.
 - Appreciation expressed to Trinity Lutheran Church for giving donations received from parking cars during New Holland Farmer’s Fair Parade 10/02/2024 to ELANCO Library.
 - 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.
 - “Give a Leaf” fundraiser to pay off children’s library fines raised \$279.19.
 - Director completed application for ELANCO Library to participate in the ExtraGive. Application was accepted.
 - Flyers and tickets are available for Basket Bingo event scheduled 11/03/2024 at American Legion.
 - US Congressman Lloyd Smucker scheduled to visit Library 11/01/2024.
 - ELANCO School District Superintendent Michael Snopkowski ED.D. scheduled to visit Library 11/14/2024.

- Grants (L. Reinsfelder)
 - Director wrote and submitted Land O’Lakes Foundation grant application requesting \$20,000 for books and audiobooks for 2025.
 - Director drafting Ressler Mill Foundation grant application (due 11/01/2024). Plan to request \$5,000 for computers/technology for 2025.
 - Director to work with J. Dlugosz and J. Esbenshade on Educational Improvement Tax Credit (EITC) Grant.
 - Continuing to pursue other grant opportunities.
 - Pennsylvania Broadband Development Authority (PBDA) Grant
 - Keystone Grant
- Endowments
 - Nothing new to report.
- Municipalities
 - Caernarvon Township Meeting 10/07/2024 attended by S. Burke.
 - Earl Township Meeting 10/07/2024 attended by L. Reinsfelder.
 - East Earl Township Meeting 10/08/2024 attended by S. Burke.
 - New Holland Borough Council Meeting 10/01/2024 attended by L. Vescovich and S. Burke.
 - Terre Hill Borough Meeting 10/08/2024 attended by J. Dlugosz.
- **Governance Committee Report** (L. Vescovich)
 - Motion to adopt new ELANCO Library Policy EL-309 in accordance with “EL-309 2024-08-14(1427) Fiduciary; Fixed Asset Accounting MinDRAFT” MOVED by L. Vescovich, SECONDED by J. Dlugosz, and PASSED.
 - This accounting policy establishes how costs and value of fixed assets shall be categorized
 - .Previously identified as “new capitalization policy”.
 - 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 2024-10-13(2300);”.
 - Reviewed “ELANCO Library Maintenance One-Time Items 2024-10-16(1040); 2024”.

New Business

- **ELANCO Library Informational Trifold**
 - Presented proposed ELANCO Library Informational Trifold prepared by M. Mooshian. To send out Email requesting Board Members, Director, and Asst Director to review and return comments or concerns.
- **Committee Member Appointment**
 - Motion to confirm the following Committee Member appointment change by the President MOVED by S. Burke, SECONDED by L. Reinsfelder, and PASSED:
 - Marketing/Fundraising/Special Events Committee:
 - Add M. Mooshian

- **Correspondence**

- Secretary to prepare Carole Deck letter of appreciation.

- **Upcoming Board Meetings**

- Next Board of Trustees Regular Meeting scheduled 7:00pm Wednesday 11/20/2024 in-person at Library.

Adjournment

Motion to adjourn MOVED by L. Reinsfelder, SECONDED by M. Mooshian, and PASSED.
Adjourned at 8:50pm.

Minutes by: L. Vescovich