

Manheim Community Library

Board of Directors Meeting

September 18, 2012

Minutes

Call to Order: The meeting was called to order by Ken Hameloth at 6:03pm

Members Present: Ken Hameloth, President; Judy White, Vice President; Barbara Horst, Treasurer; Ashley Walden, Interim Secretary; Sue Obetz

Library Staff Present: Linda Kean, Director

Friends Representative Present: None

Guests Present: None

Comments from the public: None

Approval of Minutes: Motion to accept August Minutes—Barb Horst, Second—Judy White. All in favor

Reports:

1. Treasurer Report - Barbara Horst: Received additional funds from library system. Requested approval of audit report for fiscal year 12/31/22. Motion to accept audit report—Judy White, Second—Sue Obetz. All in favor

2. Director Report - Linda Kean:

A. Circulation Statistics presented, creating Director's Manual to include policies, passwords, board minutes. Introducing Lynx and providing three training sessions for staff

B. Personnel updates: Connie Kelly is new Assistant Director (20 hours per week). Esther Martin moving into PR role in addition to Youth Services Coordinator. Circulation Coordinator and Volunteer Coordinator are both needed. Bookkeeping will be done by Director and staff, to be trained by Barb Horst.

C. Programs: Adult Knitting and Book Clubs will begin in November. Manheim Historical Society has been contacted about adult programming. Teen programs include Library Card Drives at Manheim Central Middle School and Manheim Christian Day School. Children's programs include Story Time, Toddler Time and Crafternoon

D. Linda met with Friends of MCL board meeting. Donated books will be accepted any time the library is open. Friends will partner with MCL to split cost of a new iPad for use of Square.

E. Community: Partnering with Manheim Central High School for to receive student volunteers for Day of Service on Oct. 18 Library Staff, board members and Friends will participate in Manheim Farm Show and Farm Show Parade.

F. New Library: Preparing by weeding books, disposing of old computers, and planning for containers to collect change as well as cash/checks. Linda asked about a possible layout change to the library in order to add a storefront for MCL Friends.

3. Friends of MCL Report: None

Old Business:

1. Capital Campaign - Ken will write a letter regarding the splitting of funds

New Business:

1. Letter of Understanding - Jonathan Hollinger's letter was presented, will be edited/added to by Ken

2. Poster Boards - presented to the board by Ken

3. Discussed possible new board members and the possibility of creating an application/packet to be filled out by potential interested parties, to include board member expectations, job descriptions, etc.

Comments and Announcements: None

Adjournment: by Ken Hameloth at 7:17pm

The next meeting is on Monday, October 16 at 6:00pm