# Manheim Community Library

Board of Directors Meeting

*Aug. 19, 2024*

**Minutes**

**Call to Order:** The meeting was called to order by Ken Hameloth at 6:05pm

**Members Present**: Ken Hameloth President; Barbara Horst, Treasurer; Melissa Troiano; Kathy Snader

**Library Staff Present**: Linda Kean, Director; Connie Kelly, Assistant Director

**Others**: Karla Trout, Executive Director of the Library System of Lancaster County

**Approval of Minutes**: Barb Horst made a motion to accept the July 2024 Minutes with amendments, Second- Melissa Troiano, All in favor, Motion carried

**Reports**:

1. Treasurer Report- Barbara Horst reviewed the 2024 Balance Sheet. Made a comment to review the program expense line, as it seems high. Linda & Connie will check into it. Melissa made a motion to accept the Treasurer's Report and file it for audit. Kathy seconded the motion. All in favor- Motion carried.
2. Director's Report- ATTACH
3. Friends of the Library Report- The Friends did not meet over the summer and will meet again in September.

**Old Business:**

Bylaws

1. need to be reviewed and updated based on current laws and regulations. Barb, Kathy, & Linda will serve on this committee. Ken is ex officio on this committee. Barb made a motion to create an ad hoc bi-laws committee to review and make recommendations to the Board. Melissa seconded the motion. All in favor- Motion carried. Ken appointed Barb as the chair of this committee.
2. July '24 meeting- a motion was made by Melissa to remove the last sentence of Article V- Section 1. Seconded by Barb. All in favor- motion approved to remove this.

New Library

1. Letter shared from Ron Kreider about his intention for donation.
2. Pleasant View- Ed Lupico, heading the Keystone Grant, requesting the board to identify what furniture and colors are wanted. Need this agreement with Penn Township to start the bidding process. Keystone Grant is specifically going to fit out the library. Discussed Keystone Grants for Public Library Facilities Project Bidding Process.

Attorney

1. Is to review the Grant Cooperation Agreement, Cultural Center Agreement & Lease Agreement. It was suggested to hire an attorney with a fee limit. If the limit is exceeded, the board needs to approve the continuation. Also, to appoint 1 person to communicate with the attorney.
   Barb made a motion to hire attorney Matthew Owens, with a $2500 retainer, up to $295/hour with a ceiling of $5000. Linda and Ken are the coordinated points of contact prior to final recommendation of documents to be reviewed by the board with the attorney present in a meeting. Motion seconded by Kathy. All in favor- motion carried.

Applications for New Library Members

1. Create a list of questions for interview process (Karla Trout will share some examples)
2. Currently have 3 openings on the board
3. Review interview process before next meeting and possibly set times to hold interviews right before next meeting

Edward Jones Account

1. Melissa made a motion to discuss transferring the current money market account to another Edward Jones account where there is no conflict of interest. Kathy seconded the motion- all in favor- motion carried.
2. Barb made a motion to investigate options for banks to invest the money received from Pleasant View. Melissa seconded- All in favor- motion approved.

Records and Retention Policy

1. Barb made a motion to table this until January. Melissa seconded- all in favor- motion carried.

**New Business:**

Fundraising

1. Barb will look for the fundraising letter that was sent in the past in order to be revised. Also discussed adding QR codes for PayPal & Venmo donation options.

Addition to Agenda

1. Barb discussed that since Ashley resigned from the Board, she'll need to be removed from bank information and Linda should be added to the bank information.
2. Barb made a motion to designate Ken, Barb, & Linda as signers on all bank accounts and Melissa made a motion to name signers Barb and Linda on Edward Jones Account. Kathy seconded- All in favor- motions carry.

**Adjournment**

Barb made a motion to adjourn at 8:30pm. Kathy seconded- all in favor- motion carried.

The next library board meeting is on September 9th at 6:00pm.