Manheim Community Library

Board of Directors Meeting

Sept. 9, 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; Ed Miller- District Services Manager

Special Announcement Regarding Bylaws/Sunshine Act

1. Need to continue to post online/paper until Sunshine Laws are amended
2. Ken made a motion to add an agenda item to discuss creation of a committee. Melissa seconded the motion- all in favor- motion carried.

Approval of Minutes: Kathy made a motion to accept the Aug 2024 Minutes- Barb seconded- All in favor- Motion carried

Reports:

1. Treasurer Report- Barbara Horst reviewed the 2024 Balance Sheet. Program expense line was corrected and adjusted. 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
3. Friends of the Library Report- Ken reported (from Stacey's email) that the book sale will be the week of Nov. 11- but not Monday because it's Veteran's Day

Old Business:

Bylaws

1. Linda has been pulling information & research to share with the committee. It was mentioned to investigate Roberta's rules which are a condensed version of Robert's rules.
2. Ed Miller shared expertise on code of appointing new board members from designated municipalities. Consider adding to bylaws, "should the municipality not be able to appoint or be filled that the board reserves the rights to fill the position with a candidate from another municipality".

New Library- Pleasant View Agreement/Keystone Library Grant/ Architectural Plan/Finishes

1. Pleasant View Commercial Lease Agreement revisions shared by Ken earlier this week. Linda shared her concerns with this document. Attorney, Matthew Owens, will be asked to review this document.
2. Architectural Plans & Finishes- Linda and Connie shared a few modifications to architectural plans. Linda will reach out to Gary Gaissert at Pleasant View with these modifications.

Edward Jones Account

Has been moved to another account where there is no conflict of interest.

Fundraising for this Year

Barb shared past letter that was used & will look at modifications.
Linda will check about address labels with Mail Chimp.

New Business:

Staff Development Day- Oct. 16th

Library will be closed for a Learning Day for staff with guest speakers.

Stock Donation

Received through Stacey. A community member wants to donate appreciated stock.
Can

accept through Edward Jones account. Do not know the amount at this time. Will wait for details. Melissa made a motion to accept the stock pending any acceptable restrictions- Barb seconded-all in favor- motion carried.

CD/Money Market Account

Still investigating options. Motion to start a committee to look at investment policy- Barb seconded-all in favor- motion carried.

Comments and Announcements

The next library board meeting is on October 21st at 6:00pm.
Future board meeting will take place on the 3rd Monday of the month.

Adjournment

Barb made a motion to adjourn at 8:33pm. Kathy seconded- all in favor- motion carried.

Executive Session

Went into executive session at 8:34pm to address personnel matters and prospective library board members- had interviews with 2 prospective members this evening

Reconvened at 8:41pm

Barb proposed recommending Board candidates to respective municipalities for approval. Linda will contact candidates and municipalities. Kathy seconded- all in favor- motion carries.

Adjournment

Barb made a motion to adjourn at 8:45pm. Melissa seconded- all in favor- motion carried.