

**Date:** Tue, January 19, 2021 6:34 PM

**Call to Order**

Held virtually via: <https://global.gotomeeting.com/join/920403845>

Meeting called to order at 6:34 PM by M. Dilts, President

Members Attending: S. Bednar, M. Dilts, M. Ireland, L. Kier, B. Lee, H. Martyniuk,  
L. Vescovich

Also Attending: H. Smith (Director), C. Barrows (Assistant Director), J. Costello,  
J. Martin

**Welcome and Introduction of Guests**

- Welcome by M. Dilts.

**Approval of Minutes of Previous Monthly Meeting**

- Approval of 12/15/2020 Monthly Meeting Minutes with corrections MOVED by M. Dilts, SECONDED by H. Martyniuk, and APPROVED. M. Dilts to provide FINAL copy to W. Bender and Dropbox.

**Current Business** (Recurrent Items)

- **Director's Report** (H. Smith)
  - With Leola Library closing, the Library System of Lancaster County is considering having service area assignments reassessed which may result in adding the Upper Leacock and West Earl service areas under ELANCO Library. Going forward, will include those areas in Director's Report statistics to get a feel for how many people in those areas are using ELANCO Library.
  - New Holland Band requested meeting with H. Smith and at least one member of the Board. Several members expressed willingness to meet. H. Smith to get more information to the Board on agenda and potential dates for meeting.
  - List of Board members and committee assignments in Dropbox.
  - COVID Issues:
    - No staff currently on quarantine.
    - M. Dilts agreed to be Board Point Person for all personnel issues.
    - Governance Committee is considering policy changes to address COVID issues.
  - 2021 "Shoe Fly Race" event status (typically scheduled 3<sup>rd</sup> or 4<sup>th</sup> week of July) is to be determined by Marketing, Fundraising, & Special Events Committee. Decision to proceed with the event in 2021 is needed soon.

- Maintenance Issues:
  - Installation of louvre vent in door for increased air flow is to be bundled with upcoming work per M. Ireland.
  - Replacement of three missing second floor window screens is to be requested by eMail from H. Smith to Management Committee.
- No other comments or concerns regarding Director's Report submitted by H. Smith January 2021
  
- **Assistant Director's Report (C. Barrows)**
  - Winter Reading Challenge off to a good start.
  - "Take and Makes" (weekly take home activities for STEM, Preschool, and Toddlers) have received much interest. Changes initiated January 2021 to encourage families concerned with COVID to participate and to improve management of the activities.
    - Let families register without limit. 39 families registered for January requiring 432 activity bags.
    - Switched from weekly pickup to monthly pickup. Of 39 families registered, 7 families had not picked up activity bags prepared for them. These will be available at Library for anyone to pick up.
  - "Share the Love" event (donations to cover children's fines) typically scheduled February (timed around Valentines Day and Love Your Library month). C. Barrows to provide current amount of children's fines to Marketing, Fundraising, & Special Events Committee which will determine if event is to be held in 2021. If decision is made to proceed, advertisement will be placed in newspaper and flyer announcing event will be placed at Library.
  - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows January 2021.
  
- **Governance Committee report (J. Costello)**
  - Have recently been meeting weekly.
  - Reviewing candidates to backfill seat previously held by T. Harmer. Expect to have nomination by February 2021 Monthly Board Meeting for approval.
  - At February 2021 Monthly Board Meeting, plan to present:
    - Many new policies for approval. Goal is distribute drafts by 02/09/2021 for review.
    - Bylaw change thirty-day advance notice required for approval at March 2021 Monthly Board Meeting.
  - Each member to consider their role in onboarding new members. Review ELANCO Library Policy EL-502 New Board Member Recruitment, Selection, and Orientation and associated Form LF113 New Board Member Orientation checklist.
  - Each member to pick up and review "Parliamentary Procedure At a Glance" by O. Garfield Jones to be placed in their Library mail box.
  - Each member encouraged to take advantage of free online training opportunities provided by H. Smith eMail 01/19/2021(1:31PM).
  
- **Management Committee report (J. Martin)**
  - Planning to schedule Management Committee meeting soon.

- **Programs & Services Committee report** (B. Lee)
  - Nothing new.
  
- **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
  - Meeting to discuss proposed 2021 Budget held 01/12/2021.
  - In first half of 2021, plan is to focus on mail-in or online donations.
  - To get out Annual Mailing request for donations middle of year.
  - Hoping it is safe to proceed with In Person Auction in October 2021. A \$500 deposit was placed with Leola Village for 2020. With cancelation of 2020 Auction, Leola Village applied deposit to 2021. Considering “Roaring 20’s” theme.
  
- **Treasurer Report** (M Ireland)
  - 2020 Wrap Up:
    - COVID greatly impacted ability to generate income. Could not do the kind of fund raising planned.
    - Unbudgeted expenditures to address COVID were not significant.
      - Most of safety shields and hand sanitizer were donated.
      - Cost to purchase hard equipment not significant.
    - Significant unbudgeted COVID Relief funds received (~\$101K):
      - COVID Payroll Protection Program (PPP) loan was requested, received, and forgiven.
      - COVID Grant Funds received (federal funds via Lancaster County).
    - Unbudgeted Library System of Lancaster County distributions received (~\$4K).
    - “2020 Income” higher than budgeted (Actual \$294,335 Versus Budgeted \$255,179). Primarily due to unbudgeted COVID Relief funds received.
    - “2020 Net Ordinary Income” (2020 Income minus Expenses excluding investment gains and expenses) were positive versus the negative budgeted (Actual +\$47,895 Versus Budgeted -\$46,680). In addition to income higher than budgeted, steps were taken to reduce expenditures from the amount budgeted (such as reduction in time Library was open which reduced labor expenditures and reduction in circulation expenditures).
  - Moved \$50K from Coatesville/Prosper Savings Account to Bird In Hand Savings Account to take advantage of higher interest rate.
  - Motion to accept and file Treasurer report as presented MOVED by M. Ireland, SECONDED by H. Martyniuk, and APPROVED.

## **New Business**

- **Committee Assignments**
  - Governance Committee: J. Costello (Chair), M. Ireland, L. Kier, H. Martyniuk
  - Management Committee: M. Dilts (Chair), M. Ireland, H. Martyniuk, L. Vescovich
  - Programs & Services Committee: B. Lee (Chair), K. Babb, S. Bednar, L. Vescovich
  - Marketing, Fundraising, & Special Events Committee: J. Martin (Chair), K. Babb, S. Bednar, B. Lee

- **2021 Budget** (M. Ireland)
  - Key Assumptions
    - No additional COVID relief funding in 2021.
    - Fund Raising income estimates reduced due to COVID impacts.
    - Current reduced Library schedule till 05/01/2021 (reduces labor expenditures).
    - Regular Library schedule from 05/02/2021 to 12/31/2021.
    - Circulation expenditures budgeted for 2021 increased over 2020 actual.
    - Proposes rollover of endowment trust interest versus taking as distribution.
    - Results in Budgeted “2021 Net Ordinary Income” (2021 Income minus Expenses excluding investment gains and expenses) of -\$49,341. However, note that Actual “2020 Net Ordinary Income” is +\$47,895 and that there will probably be additional COVID relief in 2021.
  - Motion to rollover endowment trust interest as proposed versus taking as distribution (with goal of building up endowment account) **MOVED** by M. Ireland, **SECONDED** by S. Bednar, and **APPROVED**.
  - Motion to adopt 2021 Budget as proposed **MOVED** by M. Ireland, **SECONDED** by B. Lee, and **APPROVED**.
  - Motion that treasurer and comptroller be allowed to pursue all PPP and Economic Injury Disaster Loan (EIDL) grants and forgivable loans to determine what the Library qualifies for and apply to eligible programs **MOVED** by M. Ireland, **SECONDED** by H. Martyniuk, and **APPROVED**.
    - General consensus was that Board should only pursue loan if it is at least partially forgivable. Should not apply for 0 interest loan.
  - Dropbox Training to be scheduled. Each member to look for and respond to Doodle Poll to be sent out by H. Martyniuk. Dropbox is one of the official repositories of electronic files to be shared by Board.
- **Upcoming Meetings:**
  - Motion to schedule 2021 Monthly Board Meetings 6:00 PM on third Tuesday of each month except for December which is to be scheduled 6:00 PM 12/14/2021 **MOVED** by B. Lee, **SECONDED** by M. Dilts, and **APPROVED**. H. Smith to have announcement of 2021 Monthly Board Meetings placed in newspaper.
  - Next Monthly Board Meeting scheduled 6:00 PM 02/16/2021.
  - Motion to schedule 2022 Annual Board Meeting 6:00 PM 01/18/2022 **MOVED** by M. Dilts, **SECONDED** by B. Lee, and **APPROVED**.
- **Correspondence Needed:**
  - Municipality Representatives: Goal is for each service area municipality under ELANCO Library to have one representative Board member. Representative should reside in the service area municipality they are representing. Current representatives are M. Ireland for New Holland Borough, S. Bednar for East Earl Township, and L. Kier for Caernarvon Township. No Board members currently reside in Terre Hill Borough. L. Vescovich to have letter sent to Earl Township requesting appointment of B. Lee as the Township’s representative.

**Adjournment**

Motion to adjourn MOVED by H Martynuik , SECONDED by M. Ireland, and APPROVED.  
ADJOURNED @ 8:10pm.

Minutes by: L. Vescovich