

Date: Tue, June 15, 2021 6:00pm

Call to Order

Held virtually via Microsoft Teams.

Meeting called to order at 6:00pm by M. Dilts, President

Voting Board Members:

Attending: K. Babb, M. Dilts (President), M. Ireland (Treasurer), L. Kier, B. Lee,
H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary)

Absent: S. Bednar

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

Welcome and Introduction of Guests

- Welcome by M. Dilts.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 05/18/2021 Monthly Meeting Minutes as modified MOVED by M. Ireland, SECONDED by K. Babb, and PASSED. Modified to list Voting Board Members absent in addition to those attending. L. Vescovich to post FINAL to Dropbox and provide to H. Smith for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Director's Report** (H. Smith)
 - District Center budget approved by the member libraries. Lancaster library system officially District Center starting 07/01/2021.
 - Participating in "Chat with a Librarian (CWAL)" program (Pennsylvania's statewide, live chat reference service for patrons). Costs library nothing other than committing at least 5 hours per week staff time. Currently preparing ELANCO Library Frequently Asked Questions (FAQ).
 - Looking for Voting Board Member to attend (with Library Director) the District Council meetings expected to be scheduled three times a year over lunch time. These are informative meetings to disseminate information to boards of member libraries. Contact M. Dilts if interested.
 - Starting 06/01/2021, hours library is open restored to Pre-COVID schedule.
 - Experienced problems with phones recently. Working with Frontier to have corrected.
 - No contact pickup to be scheduled as long as patrons ask for it.
 - No other comments or concerns regarding Director's Report submitted by H. Smith June 2021 or with May 2021 Library Statistics.

- **Assistant Director's Report (C. Barrows)**
 - Summer Reading Program (SRP) started 06/05/2021. Off to a good start.
 - Take and Makes remain popular.
 - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows June 2021.

- **Governance Committee report (J. Costello)**
 - Motion to adopt Policy EL-400 (Building Operations: Building Hours) DRAFT 06/14/2021 as presented MOVED by H. Martyniuk, SECONDED by M. Ireland, and PASSED.
 - Motion to adopt Policy EL-305 (Fiduciary: Appointment of Auditor) DRAFT 06/14/2021 as presented MOVED by B. Lee, SECONDED by H. Martyniuk, and PASSED.
 - Motion to adopt Policy EL-107 (Library Services: Social Media) DRAFT 06/15/2021 as presented MOVED by L. Vescovich, SECONDED by L. Miller, and PASSED.
 - The following proposed By-Law changes presented and thirty-day advance notice provided as required for vote to adopt as soon as July 2021 Monthly Board Meeting.
 - Replace Article III, Section 2 in its entirety with:
Voting board members must (1) be 18 years of age or older, (2) live in the service area of the ELANCO Library, (3) have good moral character and (4) have an exceptional interest in the public library programs.
 - Move Article III, Section 4 to Article III, Section 5.
 - Move Article III, Section 5 to Article III, Section 6.
 - Add Article III, Section 4:
A voting member who moves out of the service area may complete their term but may not be re-elected as a voting member.
 - Add Article III, Section 7:
Board Member terms begin and end at the close of the Annual Meeting.
 - Replace Article VI, Section 1 in its entirety with:
The officers of this corporation shall be a President, Vice-President, Secretary, and Treasurer. All officers must be voting members of the Board of Trustees.
 - Replace Article VI, Section 3 in its entirety with:
Officers so elected shall serve for the term of one (1) year and shall take office immediately upon the close of the annual meeting.
 - After considerable discussion on the By-Law change regarding proposed Article III, Section 2 requirement for voting board member to live in the service area of the ELANCO Library, a motion to end discussions was MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED.
 - Policy EL-503 (Board of Trustees: Annual Meeting Format) DRAFT 06/14/2021 presented. Vote to adopt pending adoption of proposed By-Law changes presented above.

- **Management Committee report (M. Dilts)**
 - Continuing to address and update maintenance list items.

- **Programs & Services Committee report** (B. Lee)
 - Continuing to finalize and summarize ideas on how Library can better serve the community.
- **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
 - Nothing new to report.
- **Treasurer Report** (M Ireland)
 - Have used our COVID Payroll Protection Program (PPP) loan received February 2021 and recently applied for forgiveness.
 - Audit ongoing by WNC CPA's and Consultants.
 - Prosper Bank requested Library Board return vote on planned conversion from a mutual company to a stock company.
 - Motion to return a vote of yes for Prosper Bank conversion from a mutual company to a stock company MOVED by M. Ireland, SECONDED by L. Vescovich, and FAILED after discussion.
 - Motion to abstain on vote regarding Prosper Bank conversion from a mutual company to a stock company MOVED by B. Lee, SECONDED by H. Martyniuk, and PASSED.
 - Motion to accept and file "2021-05 Finance Report" as presented MOVED by M. Ireland, SECONDED by K. Babb, and PASSED.

New Business

- **Planning**
 - Reviewed Objective 2 of the ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 6:00pm 07/20/2021. To remain virtual.
 - Motion to schedule Board of Trustees Monthly Meetings face-to-face at ELANCO Library starting at 7:00pm from 08/17/2021 (third Tuesday of month) onward MOVED by M. Ireland, SECONDED by B. Lee, and PASSED. H. Smith to have advertisement placed as required.
- **Correspondence Needed**
 - None.

Adjournment

Motion to adjourn MOVED by B. Lee, SECONDED by M. Ireland, and PASSED. ADJOURNED at 7:42pm.

Minutes by: L. Vescovich