

**Date:** Tue, August 17, 2021 7:00pm

**Call to Order**

Held in face-to-face at ELANCO Library.  
Meeting called to order at 7:00pm by M. Ireland

Voting Board Members:

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

Also Attending: C. Barrows (Interim Director), S. Burke, J. Costello, J. Martin

**Welcome and Introduction of Guests**

- Welcome by M. Ireland.

**Approval of Minutes of Previous Monthly Meeting**

- Motion to approve 07/20/2021 Monthly Meeting Minutes MOVED by L. Vescovich, SECONDED by H. Martyniuk, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to C. Barrows for posting to Library Website and placing in Library hard copy files.

**Current Business** (Recurrent Items)

- **Interim Director's Report** (C. Barrows)
  - Still need Voting Board Member representative for District Advisory Council. Contact M. Dilts if interested. The District Advisory Council will advise the Lancaster District Center (Library System of Lancaster County) on matters that concern services, programs, materials, resources, and activities. Additional details can be found in the charter for the District Advisory Council to be distributed to Board Members.
  - District Center Directors decided on no Interlibrary Loans (loans outside of Library System of Lancaster County) of CDs, DVDs, or audio books. Interlibrary Loans (ILLs) of books will still be made.
  - ELANCO Library participation in "Chat with a Librarian (CWAL)" program (Pennsylvania's statewide, live chat reference service for patrons) is to start soon.
  - Summer Reading Program (SRP) finishing up. Went well. Plan to have final statistics available by next monthly meeting.
  - No other comments or concerns regarding Interim Director's Report submitted by C. Barrows August 2021 or with July 2021 Library Statistics.

- **Governance Committee report** (J. Costello)
  - Motion to accept resignation of B. Lee as Voting Board Member filling Seat 1 effective 08/17/2021 MOVED by M. Ireland, SECONDED by B. Lee, and PASSED. B. Lee to continue on Library Director Hiring Committee. L. Miller to replace B. Lee as Library Board representative for Earl Township. Will need to appoint new Programs & Services Committee Chair.
  - Motion to elect S. Burke as Voting Board Member filling unexpired term of Seat 1 MOVED by M. Ireland, SECONDED by H. Martyniuk, and PASSED.
  
- **Management Committee report** (M. Ireland)
  - Exit Interview with H. Smith held 08/12/2021.
  - Continuing to discuss next step for ELANCO Library Operational Plan with goal to report proposal to Board at upcoming Monthly Meeting.
  - 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)
  - “Annual Appeal” went out 08/16/2021.
  - “In Person Auction” to be postponed to February or March 2022 due to COVID concerns.
  - “Extra Give” scheduled for November 2021.
  
- **Municipality Committee report** (L. Miller)
  - L. Miller, H. Martyniuk, and J. Costello appointed to Municipality Committee.
  - Discussed “Cardholder Numbers by Municipality” handout dated 08/04/2021.
  - Discussed “Draft of Municipality Leadership” handout dated 08/10/2021.
  - Expect Library Board municipality representatives to attend municipality meetings as face for the library and to foster relationships with the municipalities. Discussed “Notes for Municipalities Meetings” handout dated 08/12/2021 that provides additional expectations.
  - Reviewed Library Board municipality representatives:
    - Earl Township: L. Miller
    - East Earl Township: S. Bednar (supported by H. Martyniuk)
    - New Holland Borough: M Ireland (supported by L. Vescovich)
    - Caernarvon Township: L. Kier (supported by K. Babb)
    - Terre Hill Borough: J. Costello
  
- **Library Director Hiring Committee report** (S. Bednar)
  - Have been interviewing potential candidates. Have several strong candidates.
  - Extended deadline for submitting interest to 09/03/2021.
  
- **Treasurer Report** (M Ireland)
  - Motion to accept and file “2021-07 Financial Report” as presented MOVED by M. Ireland, SECONDED by S. Bednar, and PASSED.

## **New Business**

- **Planning**
  - Reviewed Objective 1 of the ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
  
- **Correspondence Needed**
  - Letter to Earl Township requesting appointment of L. Miller (replacing B. Lee) as the Township's representative.
  
- **Upcoming Meetings**
  - Motion to hold upcoming Board of Trustees Monthly Meetings (starting September 2021) virtually due to COVID concerns MOVED by H. Martyniuk, SECONDED by L. Miller, and PASSED. Start time to remain 7:00pm. No change to meeting dates. C. Barrow to have notice published as required.
  - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 09/21/2021. To be virtual.

## **Adjournment**

Motion to adjourn MOVED by H. Martyniuk, SECONDED by L. Kier, and PASSED. ADJOURNED at 9:06pm.

Minutes by: L. Vescovich