



Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
March 16, 2016

Attendance:

Board Members: Brandon Danz, President; Diane Tannehill, Vice President; André Fouchet, Treasurer; Russell Miller, Secretary; Christina Diehl; Terry Kauffman; Dennis Stuckey, Lancaster County Commissioner.

Absent: Rich Frerichs

System Staff: Bonnie Young, Interim Executive Director; Jennifer McMorris, Administrative Assistant; Angie Lightfoot-Roth, Chief Financial Officer; Renee M. Christiansen, Youth Services Manager; Mary Ann Heltshe-Steinhauer, Community Relations Manager; Ed Miller, Special Services Manager; Mark Sandblade, Manager, Information Technology; Stephanie Zimmerman, Training and Development Coordinator.

Guests: Katrina Anderson, Director, Manheim Township Public Library;

Call to Order The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Danz at 6:31 PM on Wednesday March 16, 2016, at the Library System office. A quorum was present.

Public Comment None

Secretary's Report

November Minutes **Approval** Russ Miller, Secretary, referred to the minutes of the November 18, 2015, meeting, as included in the Board mailing. The minutes were approved as presented.

January Minutes Correction and Approval Russ Miller, Secretary, referred to the minutes of the January 20, 2016 meetings, as included in the Board mailing. Bonnie referred to the misspelling of President Danz name. The sentence was changed to read "After a breif introduction, President Danz welcomed Rich Frerichs as the newest member of the LSLC Board." The minutes were approved as corrected.

Treasurer's Report Angie Lightfoot Roth to referred to the February 2016 financial report, as included in the Board mailing. She reported that we've been spending less

than anticipated thus far but things should level out over the course of the year.

**Motion**

On motion by André Fouchet, the System Board of Directors directed that the January to February 2016 Financial Report be approved as presented. Motion carried unanimously.

André Fouchet next spoke to the Designation of Funds document as included in the board mailing. He noted there being 3.1 months of capital expenditures in reserves but that a hefty expense will be incurred later this year with the purchase of the new Integrated Library System (ILS) in June of this year.

President's Report

President Danz thanked Library System staff and Katrina Anderson for attending. He also congratulated Terry Kauffman on his 6 years of service on the system board. President Danz reported that his own term as President is officially ending next month and a nominating committee needs to be appointed. The committee will consist of Rich Frerichs, Terry Kauffman and himself. They will be meeting over the next month to nominate the new slate of officers for the annual meeting.

Interim Executive  
Director's Report

Bonnie Young referred to her report included in the Board mailing. There were no questions.

Directors' Council  
Report

The approved Directors' Council minutes for February 5, 2016 included in the Board mailing. There were no questions. Katrina Anderson, Directors' Council Liaison, reported on the following three talking points from the February Director's Council Meeting:

- 1) kudos to Angie Lightfoot-Roth for streamlining of Ingram invoicing to member libraries.
- 2) Mark Sandblade's 2016 Roadmap presentation.
- 3) Unanimous vote to spend Brad Rutter funds on Overdrive.

Katrina also reported on the following three talking points from the March Directors' Council Meeting:

- 1) LSTA Creation Program Grant
- 2) Modification of Directors Council Meeting Schedule
- 3) System Membership Agreement

Committees

Move  
Committee

Christina Diehl reported that High Associates was approached regarding the Kubrart Ststen's office space. High proposed that they continue to extend the current rate for 1 year and to increase the rate annually by 1.5% instead of the current 2.5%. Investigations by Deb Drury and Christina Diehl found that our current rate is very good. Bonnie Young added that the going rate for our space and requirements is \$12 square foot, which is considerably more than

- High's proposal of \$8.66 a square foot. As a result, the committee decided it does not make sense to move due to the costs. After some discussion, it was decided to wait for a few months until we get further word from Commissioner Stuckey.
- Old Business** A discussion took place on the topic of the letter sent from Commonwealth Libraries regarding redefining service areas. The decision was made that it would be best to table this issue until a new President and slate of officers is appointed. Discussion on this topic will be reconsidered at the May 18, 2016 meeting.
- New Business** Bonnie Young brought the group up to speed regarding the newly constructed System Membership agreement which was revisited due to the document being out of date. Ed Miller gathered input from the member libraries and the document was approved at the March 4, 2016 Directors' Council meeting. Signed Agreements are trickling in from libraries as their board meetings are taking place.
- 3-Point Summary to Directors' Council** The Board chose the following three points to include in the summary for reporting to the Directors' Council:  
1) Update on service areas  
2) System Membership Agreement  
3) County Merger Concerns document
- Executive Session** None.
- Public Comment** Renee Christiansen thanked the board for approving the distribution of the merger concerns document to the County Commissioners.
- Adjournment Motion** It was moved by President Danz that the meeting be adjourned at 7:41 PM. Motion carried unanimously.
- Next Meeting** The next regular meeting is scheduled for Wednesday, April 20, 2016, 6:30 PM, immediately preceding the annual meeting at the Manheim Township Public Library.

Respectfully submitted,

Jennifer McMorris  
Recording Secretary