



Library System of Lancaster County
Minutes of the Board of Directors Meeting
May 18, 2016

Attendance:

Board Members: Diane Tannehill, President; Russ Miller, Vice President; Christina Diehl, Secretary; André Fouchet, Treasurer; Brandon Danz; Rich Frerichs; Ken Kohlmaier

Absent:

System Staff: Bonnie Young, Interim Executive Director; Angie Lightfoot Roth, Chief Financial Officer; Jennifer McMorris, Administrative Assistant; Mary Ann Heltshe-Steinhauer, PR/Community Relations Manager; Ed Miller, Special Services Manager; Brenda Emerich, Interim CAS Manager; Stephanie Zimmerman, Training & Development/HR Coordinator; Mark Sandblade, Information Technology Manager

Guests: Katrina Anderson, Executive Director, Manheim Township Public Library; Susan Tennant, Director, Lititz Public Library; Deb Drury, Executive Director, Elizabethtown Public Library; Barbara Basile, Executive Director, Milanof-Schock Library; Penny Talbert, Executive Director, Ephrata Public Library; Ann Small, Ephrata Public Library Board President; Aimee Nelson, Elizabethtown 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 Tannehill at 6:30 PM on Wednesday, May 18, 2016, at the Library System office. A quorum was present.
Andre introduced Ken.

Public Comment There were no comments at this time.

Secretary's Report
Minutes Christina Diehl, Secretary, referred to the minutes of the April 2016, Regular meeting as included in the Board mailing.
Approval

The minutes were approved as corrected.

Treasurer's Report Angie Lightfoot Roth, Chief Financial Officer, referred to the April 2016 financial report, as included in the Board mailing. She replaced the original report w/a new printed version that contained corrections to annotations at the

bottom. We're still seeing a saving on salaries due to previously unfilled positions. All other variances are simply a matter of timing. After discussion, the following motion was made.

Motion On motion by André Fouchet and seconded by Christina Diehl, the System Board directed to accept the amended report as presented.

Motion carried unanimously.

President's Report President Tannehill reported on the appointment of the following items.

Board Committees

Finance

André Fouchet - Chair
Russ Miller
Ken Kohlmaier

Personnel

Rich Frerichs - Chair
Christina Diehl
Diane Tannehill

Board Training

Brandon Danz - Chair
Diane Tannehill

Proposal for State Aid

Fairness and library improvement were goals for the new formula draft. The Directors Council is meeting this week and library directors are asked to either approve or revise the current proposal but the System Board will make the final decision on distribution.

The System Board would like any director requested corrections submitted by July 15, 2016 for consideration. Final version is aimed to be finished by October 2016.

Library System Executive Director Job Listing

The open position was posted for 30 days and the committee, comprised of Christina Diehl, Diane Tannehill, Barbara Basile, Kathy Thren, Stephanie Zimmerman and Mary Ann Heltshe-Steinhauer will be reviewing all submissions.

Interim Executive
Director's
Report

*Bonnie Young referred to her report included in the Board mailing. She announced the decision to hold a legislative breakfast this year. Commissioner Dennis Stuckey is available Friday September 2nd, 2016 and that is the chosen date.

Bonnie asked Mark Sandblade to update the board on ILS migration and upgrade. He stated that the III sales representative assigned to our project has resigned. Initial pricing for Sierra is contingent on a new sales representative.

Mark said we filed our Form 471 to the government and are waiting on PIA review to make sure all is on the up and up. The switch contract is dependent on funding from E-rate.

Directors' Council
Report

Katrina Anderson of Manheim Township Public Library and Directors' Council Liaison, referred to the minutes of the March 2016 Directors' Council meeting and the Talking Points to the System Board from the May 4, 2016 meeting, both included in the Board mailing.

The State Funding Formula Proposal was discussed. All Directors will be meeting again this Friday, May 20, 2016 to continue the discussion and come to a conclusion.

CHI St. Joseph Health Service partnership - \$1,700 was received for dental-themed books and materials, Summer Reading Program giveaways and programming.

Thanks were given to Renee for making it all possible.

The Council of Friends awarded a \$700 donation to each library from Author Luncheon proceeds. This is an increase from last year's \$550 donation.

Old Business

Membership
Agreement

All libraries, except for Elizabethtown, have either signed, or promised to sign, the Membership Agreement. Russ Miller requested to postpone approval of the agreement until the Executive Director and the board of the Elizabethtown Public Library have also signed it.

When asked why her board has not signed, Deb Drury said she was not prepared to answer. A printed copy of the current version which other libraries have signed was included in the mailing given to Deb to review with her Board.

Motion

On motion by Russ Miller and Seconded by Andre Fouchet, the Library System Board of Directors approved to follow up with the state to better understand the ramifications of a library not signing the System Membership Agreement.

Motion carried unanimously.

Lease Proposal

Andre Fouchet/Christina Diehl

Due to timing issues and staff hiring, Commissioner Stuckey recommends a one or two-year lease for LSLC so the county has more time to make a more informed decision about a potential move. Andre stated that it doesn't make sense to move out of the current Greenfield office into a space that isn't provided by the county. High Associates has given us a 5-year lease and 10-year lease. Andre asked Christina to approach High Associates again and

request a 5-year agreement with options to terminate the lease at the 2, 3, and 4-year mark.

Andre asked Christina to have a contract from High Associates by the June 15, 2016 meeting.

New Business

Service Area Discussion

Penny Talbert, Director of the Ephrata Public Library, shared municipality and service statistics with the System Board. She brought documentation to show the library's service to residents outside their service area, which she said creates a financial burden for her library.

Russ Miller challenged some of her information. After a discussion, Diane decided form a committee with Penny Talbert, Russ Miller, Brandon Danz, Deb Drury and 2 Library System staff members to gather data and make a presentation of their findings.

Aid for Excellence Discussion

Penny Talbert mentioned that the new formula doesn't address libraries meeting standards mandated by the state and currently there is no incentive for excellence aid.

She stated the Library System should reward libraries with Excellence Aid for meeting state standards. This category of funding was eliminated by the state over ten years ago.

Staff Member of the Month

Diane Tannehill had Bonnie select a staff member and ask them do a presentation on their position at Library System headquarters. Ed Miller was the staff member of the month, and he talked about what he does as Special Services Manager and as District Consultant. One item he discussed was the Be Ready Rover grant that funds a van that serves in-home day cares.

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) Lease agreement – 5 years with a 2-year, 3-year and 4-year out
- 2) State aid distribution
- 3) Formed a committee to work on service areas

Public Comment

Rich Frerichs added that many school districts get dictionaries from the Ressler Foundation. He would like to see the Library System connect w/Ressler Foundation to provide something substantial and more meaningful that will actually be used.

Rich also mentioned it would be helpful to know in advance of some Library events and announcements. He volunteered to represent the System Board at

some events. Mary Ann agreed to put together a list of upcoming library events and to distribute it to the System Board electronically.

Adjournment

Motion It was moved by Christina Diehl and seconded by Brandon Danz that the meeting be adjourned at 7:41 PM. Motion carried unanimously.

Minutes and Financials are available at <http://tinyurl.com/LSLCBoardDocs>

Next Meeting: Wednesday, June 15, 2016 at the LSLC Office

Respectfully submitted,

Jennifer McMorris
Recording Secretary