

Library System of Lancaster County
Minutes of the Board of Directors Meeting
April 15, 2003

Present: Joe Duff, President; Fay Snyder, Vice President; Mike Ireland, Secretary/Treasurer; Janet Chalfant, Sue Leggett, Wayne Murphy, Kay Rohrer, Voting Members; Glenn Landis, Robert McCarthy, Marianne Melleby, Dale Reinecker, Bud Rettew, Non-Voting Members; Barbara Grater, Interim System Administrator; Shannon Pierce, Accountant; Donna Westerhoff, Administrative Assistant; Renee Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Steve Schlegel, Training Coordinator; Sandra Dinoff, Director, Strasburg-Heisler Library; Todd Fabian, Director, ELANCO Library; JoAnne Foss, Director, Lancaster County Library; Herb Landau, Director, Milanof-Schock Library; Virginia McGrath, President, Adamstown Area Library Board; Joseph McIlhenney, District Consultant; Jennifer Raimo, Director, Ephrata Public Library; Claudia Roun, Director, Moores Memorial Library; Robert Spotts, President, ELANCO Library Board; Bonnie Young, Director, Lititz Public Library. Guests: Jeff Herr and Lin Good from High Properties.

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| Call to Order | The regular meeting of the Board of Directors of the Library System of Lancaster County was called to order by President Duff at 7:10 PM on Tuesday, April 15, 2003, at the Adamstown Area Library. A quorum was present. |
| Secretary's and Treasurer's Reports | These reports were addressed and action taken later in the meeting, after the arrival of Mike Ireland, Secretary/Treasurer. |
| President's Report | President Duff reported that he has been working with System staff on the Site Search Committee; he has had numerous contacts with state legislators and encouraged everyone to continue to contact them via email, letters, phone calls, etc. He noted that the state budget should be approved June 30, but may not be passed until July or August. |
| Interim System Administrator's Report | Barbara Grater reported, in addition to her written report, on the following: 1) the Friends Author Luncheon was a rousing success. 2) She presented for signatures a copy of the Commonwealth of Pennsylvania's Department of Education Master Agreement. The signing of this 5-year agreement is standard and is required in order to qualify for Library Services and Technology Act grant funds. The previous agreement will expire June 30, 2003, and a new one, signed by the current System Board president and secretary or treasurer, is needed. After discussion, the following motion was made. |
| Motion | On motion by Dale Reinecker, the System Board of Directors approved that the President and Secretary Treasurer of the Library System of Lancaster County sign the Department of Education Master Agreement. Motion carried 6-0. |

Committee Reports

Bylaws

Joe Duff referred to the rotation schedule emailed previously to members. He noted that the first and current voting board was chosen by vote at a special meeting of member library board presidents in December. Dwight Yoder developed the rotation schedule, in random order. Because changes in library membership can occur, it was decided that the rotation schedule be reviewed each year in preparation for the Annual Meeting in January. There was consensus to accept the rotation schedule at this time, with the option to revise it as needed.

System Administrator Search

Janet Chalfant reported that on March 28 the staff met with Don Sager from Gossage Sager Associates, and from those discussions, he was able to develop an understanding of what qualities are needed in a System Administrator. A position vacancy notice will run in various national library publications, such as *American Libraries*, as well as library association websites and eastern library schools. Resumes will be accepted until July, interviews conducted during August, with a target date of having an administrator hired during September. A team of four people from Gossage Sager will be working together on the search.

Mike Ireland arrived and joined the meeting.

Site Search

Motion

Wayne Murphy moved that the Board go into Executive Session. Motion carried 7 – 0.

Motion

It was moved by Wayne Murphy to end Executive Session. Motion carried 7 – 0.

The Board meeting reconvened.

Fay Snyder introduced Jeff Herr and Lin Good from High Properties. Mr. Herr gave a brief history of the search conducted with Library System staff for office space, beginning in February 2002. Mr. Good discussed the efficiency of having the System staff together under one roof. He also noted numerous benefits found at the Greenfield location: central location, easy access, free parking, loading dock, night lighting, energy efficiency, high ceilings in warehouse.

Bill Hudson reported that his work with the Search Committee started two years ago. He referred to a booklet created by him and Shannon Pierce, and distributed prior to the meeting. In addition to the items listed by Mr. Good, he noted additional space needs: a secure loading dock with space for I.U.-13 crates; area for a cataloging staff of 10-12 people and 30-40 book carts; area to unpack book shipments; temperature controlled computer storage area; parking for the bookmobile and technology van; storage for a large volume of materials for public relations, youth services, business information, etc.; lunch room; training room; and meeting room for Board, Directors Council, Advisory Council and other meetings. He also noted the need for safe, well-lighted parking, since several staff members sometimes work after dark. He listed the benefits

of consolidating two locations into one, and noted the time lost due to staff walking between locations, shifting book carts in Collection Development and Technical Services, and the Special Services staff's need to drive to an off-site location to get to the bookmobile, while carting large bags of heavy books. He reported that currently, two Information Technology staff are in cubicles in a high-traffic hallway, which is adjacent to a loading dock and garage. Climate control is an issue during winter months, and noise is problematic most of the time. He discussed the situation in the King Street office, where several people share a small space. Any activity, such as talking to a co-worker, people gathering for meetings, visitors coming to the office or phones ringing, causes interruptions to staff trying to work. He expressed the difficulty in trying to work as a team when staff is spread out.

Shannon Pierce referred to the handout and gave an overview of the Proposal, Site Funding Summary, and Budget Forecast. She noted that the Budget Forecast is a conservative estimate and includes no increase in County Funding and a 20% decrease in State Aid in 2004 and 2005. There was lengthy discussion concerning disbursements to member libraries in 2003 and 2004. She reported that this is the first year the Library System will have a surplus. It could be distributed to member libraries, but it would negatively impact their local effort, or it could be used to move the System office.

Mr. Good further explained that the lease offered by High Properties is a triple net lease, and has no public areas within the office space. This has the added advantage of safety, since the area will be all Library System space and when doors are locked, none of the area will be accessible by anyone outside the System. The space has its own rest rooms, hallways, lobby, etc. The CAM (Common Area Maintenance) costs are estimates and could fluctuate as taxes, snow removal costs, etc. vary.

The proposal, as presented by High Properties, is for a ten-year lease. The CAM costs include water, sewer, trash and snow removal, lawn care, property taxes, window washing, outdoor lighting, and parking. Upon final execution of the lease agreement, the Library System will pay \$100,000 up-front build-out costs to High Properties. Ms. Pierce reported on the estimated electric costs. The quotes for the cleaning service are in progress. After discussion, the following motion was made.

Motion It was moved by Fay Snyder to reconvene Executive Session for contract issues. Motion carried 7 - 0.

Motion It was moved by Fay Snyder to end the second Executive Session. Motion carried 7 – 0.

The Board meeting reconvened.

Motion It was moved by Wayne Murphy that the decision on the relocation of the System office be delayed for 90 days.

During discussion, Mr. Herr reported that another tenant, whose lease expires in late August, currently occupies one side of the proposed site. A delay of that length would not allow sufficient time for his company to give notice to the tenant that the lease will not be renewed.

Motion defeated 2 – 5.

Motion It was moved by Sue Leggett that the decision on the relocation of the System office be delayed for 30 days.

Mr. Herr reported that he can not guarantee that the space can be held for 30 days. After further discussion, Janet Chalfant asked that the motion be brought to a vote.

Motion defeated 3 – 4.

Motion It was moved by Janet Chalfant that the Library System accept the proposal as presented by High Properties to rent office space at 1866 Colonial Village Lane, Suites 107 and 108, Lancaster.

Motion carried 5 – 1, with 1 abstention.

Minutes **Approval** Mike Ireland referred to the minutes of the March 18, 2003, meeting, as included in the Board mailing. The minutes were approved as presented.

Treasurer's Report Mike Ireland referred to the Financial Report for March 2003 as included in the Board mailing. After discussion, it was moved by Mike Ireland to file the Financial Statement for audit.

Personnel No report.

Finance/Budget Review Mike Ireland reported that John Murr from Sager Swisher is scheduled to present the completed 2002 audit at the May meeting.

Contract Review No report.

Request to Commonwealth Libraries for Extension Bonnie Grater reported to the Board that in a letter from Gary Wolfe, Commonwealth Libraries, dated February 20, 2003, he notes that if a System Administrator is not hired within six months, the Library System must request an extension of time of service for the Interim System Administrator. After discussion, the following motion was made.

Motion On motion by Robert McCarthy, the System Board of Directors approved that a letter be sent to Gary Wolfe, Commonwealth Libraries, requesting an extension of time of service for the Interim System Administrator, beyond the six-months approved previously, to hire a System Administrator. Motion carried 7 – 0.

New Business Library Circulation Policy The discussion and approval of the Library Circulation Policy was tabled until the May meeting.

Public Comment Bill Hudson thanked the Board for their approval of the relocation of the System office staff to new space.

Next Meeting The next meeting is scheduled for Tuesday, May 20, 2003, 7:00 PM, Strasburg-Heisler Library.

Adjournment
 Motion It was moved by Wayne Murphy that the meeting be adjourned at 10:20 PM. Motion carried 7 – 0.

Respectfully submitted,
Donna J. Westerhoff
Recording Secretary