

Library System of Lancaster County  
Minutes of the Board of Directors Meeting  
April 20, 2004

Attendance:

Board Members: Voting: Joe Duff, President; Fay Snyder, Vice President; Greg Diehl, Secretary/Treasurer; Janet Chalfant, Glenn Landis, Kay Rohrer. Absent: Jeffrey Griel.  
Non-voting: Mike Ireland, Robert McCarthy, Marianne Melleby, Dale Reinecker, Bud Rettew. Absent: Sue Leggett.

System Staff: Susan L. Hauer, Library System Administrator; Donna J. Westerhoff, Internal Operations Manager; Renee M. Christiansen, Youth Services Coordinator; Dzintra Gorman, Manager, Collection Development/Technical Services; Mary Ann Heltshe-Steinhauer, Community Relations Coordinator; William Hudson, Manager, Information Technology; Rhonda Kleiman, Business Information Coordinator; Ed Miller, Special Services Coordinator.

Guests: Deborah Beisell, Administrator, Elizabethtown Public Library; Sandra Dinoff, Director, Strasburg-Heisler Library; JoAnne Foss, Executive Director, Lancaster County Library; Joseph McIlhenney, District Consultant; Karen Payonk, Assistant Director, Lititz Public Library; Robert Spotts, President, ELANCO Library Board; Susan Tennant, Director, Lititz 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 Duff at 7:10 PM on Tuesday, April 20, 2004, at the Library System office. A quorum was present.

Secretary's Report  
Minutes

**Approval**

Greg Diehl, Secretary/Treasurer, referred to the minutes of the February 17, 2004, meeting, as included in the Board mailing. Bob McCarthy referred to Page 3, New Business, and reported that the first sentence, as written, did not accurately represent his meaning. After discussion, the sentence was changed to, "Bob McCarthy asked that the Book Aid funds be used to purchase books and that it be included in the 12% Collection expenditure/Book Collection Standard, currently required as a part of State code." The February minutes were approved as amended.

Treasurer's Report

Greg Diehl referred to the February and March 2004 financial reports, as included in the Board mailing. He reported that the Finance Committee has reviewed the reports and there are no unexpected variances. After discussion, the following motions were made:

**Motion**

On motion by Greg Diehl, the System Board of Directors directed that the February 2004 Financial Report be filed for audit. Motion carried 6-0.

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| <b>Motion</b>                         | On motion by Greg Diehl, the System Board of Directors directed that the March 2004 Financial Report be filed for audit. Motion carried 6-0.   |
| Finance/Budget Review                 | No additional report.  |
| President's Report                    | President Duff reported that he has received Wayne Murphy's letter resigning from the Library System Board of Directors.   |
| <b>Motion</b>                         | <p>On motion by Glenn Landis, the System Board of Directors accepted, with regret, the resignation of Wayne Murphy from the Board. Motion carried 6-0.</p> <p>Duff reported that the Lancaster County Commissioners have approved the appointment of Jeffrey Griel to the fill Murphy's unexpired term.</p> <p>He referred to previous discussions concerning the 2004 Book Aid Distribution. After further discussion, the System Board reached a consensus that action should be delayed and no decision made until the Finance Committee reviews further.</p> <p>Duff reviewed the Committees 2004 list distributed to Board members, outlining the standing and provisional committees of the Library System. He noted that the Human Resources Committee does not have a chair and asked for a volunteer. Bud Rettew offered to chair the Committee. Duff will speak with Wayne Murphy to determine if he wishes to remain on the HR Committee.</p> <p>Mike Ireland asked that clarification be made that the Human Resources Committee reviews and recommends raises to the Finance Committee, who in turn, will review and make recommendations to the Board. Discussion followed that the procedure for all committees is to make recommendations to the Board. The Board then votes as a full board to approve or deny recommendations, and is responsible for the decisions. Duff noted that all Board members are welcome to attend any committee meetings.</p> <p>Duff reported that the initial employment evaluation of Susan Hauer is complete. The Executive Committee gained valuable suggestions and is satisfied with the outcome.</p> <p>President Duff asked Susan Hauer to report on the Member Library Reimbursement Program, a new one-year pilot program to enable directors and/or library staff to attend professional development meetings and events. She referred to a copy of the policy sent to Library Directors, outlining the purpose and procedure to be followed for reimbursement. The Library System will pay libraries, and they will reimburse their staff.</p> |
| Library System Administrator's Report | Susan Hauer asked System staff to report on the following: 1) Renee Christiansen – Best Practices Award presented to the Library System for <i>The Story Connection</i> . The award, presented by Commonwealth   |

Libraries, was in recognition of programs and services to children under six years of age. Christiansen thanked Jeff Somerfield for loading new stories, and Mary Ann Heltshe-Steinhauer for the design of promotional materials. 2) Rhonda Kleiman – she will give a presentation to SOHO, the Lancaster Chamber’s Small Office/Home Office program, *Competitor Intelligence for Small Business*. 3) Ed Miller – the kick-off for Deaf Connection: the Raymond Rohrer American Sign Language Video Collection, is scheduled for Monday, May 10, 5:00 – 8:00 PM, at the Ephrata Public Library. 4) Renee Christiansen – the grant for the Braille collection has been awarded, and the materials are purchased and processed. 5) Mary Ann Heltshe-Steinhauer – the Fourth Annual Friends Author Luncheon will be held on Thursday, April 22; and the One Book, One Community: Our Region Reads program (formerly United We Read) is comprised of seven counties. The book selection will be announced in late August with a kick-off at Whitaker Center, including the showing of an IMAX film.

Standing Committees

Personnel No report.

Provisional Committees

Legislative Council Kay Rohrer reported that libraries have submitted Community Revitalization Grants to their legislators totaling approximately \$192,000. She noted that Legislative Day will be held in Harrisburg on May 11, and encouraged everyone to attend. The Council will arrange appointments with the legislators.

District Center Library Joseph McIlhenney reported on the following: 1) The Annual Reports, due to Commonwealth Libraries on May 1, are being reviewed by Shannon Pierce, Donna Westerhoff and him; 2) the District Negotiated Agreement will be presented to the library directors on May 8, at the District Advisory Council meeting, which will be held in conjunction with the strategic planning workshop.

Old Business None.

New Business

Technology Plan Bill Hudson referred to the *Technology Plan for the Library System of Lancaster County 2004-2005*, included in the March mailing. He reported that the document is an extension of the plan in use for the past three years, with a few new added items. Directors and System staff have reviewed the plan, and it needs Board approval. There was discussion about some of the features, and he reviewed budget lines and noted in what budget year items fall. After discussion, the following motion was made.

**Motion** On motion by Kay Rohrer, the System Board of Directors accepted the *Technology Plan for the Library System of Lancaster County 2004-2005*, as written, for submission to Commonwealth Libraries. Motion carried 6-0.

Strategic  
Planning  
Project

Susan Hauer referred to an enthusiastic email from Dr. McClure regarding his impending visit to Lancaster County and the work that will be done here. She reported that a Strategic Planning Steering Committee has been formed: Janet Chalfant and Jeff Griel, library board members; Deb Beisell and Sandy Dinoff, library directors; Dianne Tannehill, Jose Urdaneta (Urdaneta Photography), Mike Lorelli (High Associates), JoAnn Greene (Lancaster Newspapers), Steve Schulz (*Business 2 Business*), Rita Byrne (Stevens College of Technology); Susan Hauer and Mary Ann Heltshel-Steinhauer, Library System staff. The Committee met on April 5 and developed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis, and it is noteworthy that the strengths and opportunities outnumber the weaknesses and threats. Several Board members and library directors shared their ideas on why they are excited about developing a strategic plan. Hauer defined the role of the Steering Committee. It is an advocacy group and not intended to write the Library System's strategic plan. The members are invited to join the Chat with Chuck group on Thursday evening and the Saturday workshop. Members of the Steering Committee have volunteered to visit member libraries to speak about strategic planning. Hauer referred to and reviewed the timeline for the project, and noted the following important dates: Thursday, April 29 – Strategic Planning Help Session, 9 – 11 AM, System office; Thursday, May 6 – Lancaster Chat with Chuck. 7 – 9 PM, Greenfield Inn; Friday, May 7 – library visits; Saturday, May 8 – Board Development Workshop: *Words to Action, A Streamlined Approach,* 9:30 – 1:00 PM, System office.

General Comment

Glenn Landis introduced Susan Tennant, Lititz Public Library, who began her employment as Director this week; Janet Chalfant corrected her email address on the Board roster; JoAnne Foss reported that she has been chosen as chair of the newly restructured Directors Council, with bylaws stating that the chair serves as liaison to the System Board. Roseanne Perkins, Adamstown Area Library, is vice chair.

Next Meeting

The next meeting is scheduled for Tuesday, May 18, 2004, 7:00 PM, Library System office.

Adjournment

**Motion**

It was moved by Glenn Landis that the meeting be adjourned at 9:08 PM. Motion carried 6-0.

Respectfully submitted,  
Donna J. Westerhoff  
Recording Secretary